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The College of the City of New York

THE CITY COLLEGE BULLETIN

NINETY-SIXTH SERIES, No. 3 APRIL 1, 1943

SCHOOL OF BUSINESS AND CIVIC ADMINISTRATION

FOR THE DAY AND EVENING SESSIONS

1943-1945

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NEW YORK, N. Y.

College of the City of New York
The City College Bulletin

Ninety-sixth Series, No. 3 April 1, 1943

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College of the City of New York, The City College Bulletin includes announcements of the College of Liberal Arts and Science, the Schools of Technology, Education, and Business and Civic Administration, the Evening Session, Summer Session, Directory Number, Catalogue Number and Requirements for Admission. The current number of any of these announcements will be sent upon request.

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17 LEXINGTON AVENUE
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COLLEGIATE CALENDAR

1943-1944

1943

June 21-25, Registration.
June 28, Monday, Beginning of Recitations, Summer Term.
July 5, Monday, Independence Day.
July 22, Thursday, Re-examinations.
Sept. 6, Monday, Labor Day.
Sept. 17, Friday, Last day of Summer Term.
Sept. 27 - Oct. 5, Registration.
Oct. 6, Wednesday, Beginning of Recitations, Fall Term.
Nov. 1, Monday, Re-examinations.
Nov. 8, Monday, Last day of filing applications for admission to the Spring Term.
Nov. 25 - 28, Thanksgiving Recess.
Dec. 24, Friday } Winter Vacation.
1944
Jan. 2, Sunday }
Jan. 22, Saturday, Last day of Recitations, Fall Term.
Jan. 24-29, Final Examinations.
Feb. 3 - 11, Registration.
Feb. 14, Monday, Beginning of Recitations, Spring Term.
March 6, Monday, Re-examinations.
April 3, Monday, Last day for filing applications for admission to the Fall Term.
April 7, Friday } Spring Vacation.
April 16, Sunday }
May 29, Monday, Last day of Recitations, Spring Term.
May 30, Tuesday, Memorial Day.
May 31 - June 8, Final Examinations.
June 14, Wednesday, Commencement.

The dates listed above are subject to change because of the war. Information concerning the Summer Term of 1944 will be announced early in 1944. The 1944-1945 Collegiate Calender will be issued at a later date.

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THE SCHOOL OF BUSINESS AND CIVIC ADMINISTRATION

OFFICERS OF ADMINISTRATION

HARRY N. WRIGHT, Ph.D. ..... *President of the College*

HERBERT RUCKES, Ph.D., *Chairman*
ROBERT A. LOVE, Ph.D.
HARRY L. KUNTZLEMAN, D.C.S. } *Committee on Administration*

EMANUEL SAXE, C.P.A., J.D., Ph.D. ..... *Secretary of the Faculty pro tempore*

FRANK K. SHUTTLEWORTH, Ph.D. ..... *Adviser to Men, Day Session*

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ROBERT A. LOVE, Ph.D. ..... *Director, School of Business Evening Session*

RALPH J. KAMENOFF, Ph.D.
Assistant Director, Summer Session, in Charge at the School of Business

JOHN B. GOODWIN, M.A. ..... *Curator and Business Manager*

AGNES CLARE MULLIGAN, A.B.
Assistant Registrar, in Charge at the School of Business

CAROLYN D. ROTH ..... *Assistant to the Dean*

EDWARD DURYEA DECKER, A.B. ..... *Assistant to the Dean*

LILLIAN G. NELSON, M.A.
Assistant Librarian, in Charge at the School of Business

*DAVID D. FELDMAN, B.B.A., M.A. ..... *Assistant Registrar, Evening Session*

GEORGE R. PRATT, M.A. ..... *Assistant to Personnel Director in Charge of Placement*

*On Military Leave

THE SCHOOL OF BUSINESS AND CIVIC ADMINISTRATION

Of the four colleges conducted by the Board of Higher Education of the City of New York, under the joint corporate title of the College of the City of New York, one is given the distinctive name of The City College. The other three are Hunter, Brooklyn, and Queens. The City College, oldest of the four institutions, was established in 1848 as the Free Academy, became in 1866 the College of the City of New York and assumed its present name in 1929.

The College comprises four schools—The College of Liberal Arts and Science, and the Schools of Business, Education and Technology. It conducts both day and evening sessions. A summer session is also conducted. Separate bulletins are issued by each of the Schools and the Summer Session. A Directory Number of the Bulletin gives the personnel of all the Schools and general information affecting the entire College.

The first course of study at the College leading to a diploma in the field of business was established as part of the Division of Vocational Subjects and Civic Administration in September, 1916. This was the curriculum leading to the Diploma of Graduate in Accountancy. In June 1919, the Trustees of the College organized all the courses in accountancy and other courses connected with business and administrative work as a distinct School of Business and Civic Administration, with a separate Dean and Faculty.

The offerings of the School of Business and Civic Administration are designed to supply a basic curriculum of collegiate training and professional preparation for undergraduates and an intensive program of specialized instruction or graduate work for advanced students and adults. In the undergraduate curriculum the primary aim is to provide those fundamentals of cultural and personal training which help to equip the students for life, as well as those elements of professional preparation for business, public service, and the teaching of commercial subjects which facilitate entrance into a chosen career.

Students who desire further training within an applied field of interest may pursue the course of study leading to the degree of Master of Business Administration, but even here the student is advised, and in some measure required, to undertake a program preparing him for the responsibilities which may be offered him during a broad career in business. Courses of a specific vocational nature are provided for those who desire training in particular subjects and are, in part, intended to aid adults in becoming more proficient in their work.

The curriculum of the School leading to the degree of Bachelor of Business Administration is accredited by the University of the State of New York as complying with the requirements for the baccalaureate degree. The School is also registered by the University as a school of accountancy maintaining a satisfactory standard. (Completion of an appropriate course of study in such a school is required for admission to the state examination for a certificate as certified public accountant).

The work of the School is conducted in the sixteen-story building at the southeast corner of 23rd Street and Lexington Avenue, constructed especially for the School.

DEGREES AND DIPLOMAS

The School offers two degrees—that of Bachelor of Business Administration (information at page 11), and that of Master of Business Administration (information at page 30). These degrees may be obtained in either Day Session or Evening Session. It also offers, to students in the Evening Session only, diplomas

in Accountancy and in other special fields (information at page 32). Particular courses are also open to persons who are not candidates for a degree or a diploma (information at page 33).

RESIDENCE AND CITIZENSHIP REQUIREMENTS

The governing statute opens admission to the School only to citizens who are actual residents of the City of New York except that under certain conditions these requirements may be waived for non-matriculated students.

To insure compliance with the requirement of actual residence, each student is required to affirm in writing that he is an actual resident of the City of New York and is not living or sojourning in the said City for the purpose of attending the College.

Each student is required, at the time of entering the School, to sign a pledge of allegiance to the Constitution of the United States and of the State of New York, and of obedience to the regulations of the College.

FEES

A. INSTRUCTIONAL FEES

1. No instructional fees are charged to matriculated candidates for the degree of Bachelor of Business Administration except as follows: (a) Fees at the rate of $5.00 a credit are charged for courses taken after a total of 128 credits have been attained; (b) Laboratory fees are charged in a few courses in the physical sciences to cover the cost of breakage and of consumable supplies; (c) Fees are charged in Stenography and Typewriting except when taken by qualified candidates training for teaching commercial subjects (details are set forth on page 36); (d) Fees are charged for some non-credit courses as indicated under the course descriptions elsewhere in this bulletin.

2. Students who satisfy the subject-matter requirements but do not satisfy the qualitative requirements to become candidates for a baccalaureate degree are termed *special* students. They are charged tuition fees for their courses at the rate of $2.50 per credit, and may ultimately qualify for the privilege of gratuitous instruction by maintaining scholarship standards fixed by the College authorities. (See page 13.)

3. Non-matriculated students, including candidates for diplomas in the Evening Session, shall be charged $5.00 a credit in all courses which are free to matriculated students.

Students who do not satisfy admission requirements, or who, although they do satisfy admission requirements, do not follow a regularly approved program, will be classified as non-matriculated students.

4. Graduate students will be charged $5.00 per credit. Holders of recognized Bachelors' degrees, except the degree of LL.B., who are not registered as graduate students, shall be charged at the same rate as graduate students.

B. NON-INSTRUCTIONAL FEES

1. All students applying for admission as matriculated students are required to pay a fee of $1.00, to cover the cost of the administration of aptitude tests or qualifying examinations before or immediately after admission to the college.

2. A fee of $1.00 is charged for an X-ray examination required as part of the entrance physical examination for all students entering the Day Session as freshmen or as students with advanced standing.

3. A registration fee of $2.00 is required of all students except matriculated undergraduate students in the College of Liberal Arts and Science.

4. Each student is required to pay a library service fee of $1.00 a term.

5. Matriculated and special students are charged $1.00 for registration after the beginning of recitations and all other students are charged $1.00 for each course for which they register after recitations have begun. A charge of $1.00 is also made when a student changes his schedule of courses after it has been approved and registered, and is likewise made for the reissuance of any duplicate record card.

6. A fee of $2.00 is charged when a special examination is given.

7. A charge of $1.00 is made for each transcript of record issued.

8. Candidates for degrees and diplomas are charged a fee of $2.00 each to cover the cost of the diploma.

9. Students are required to purchase their text-books.

BUREAU OF BUSINESS RESEARCH

The Bureau of Business Research, established in 1923 and operating under the general direction of the Dean of the School of Business and Civic Administration, consists of a group of faculty members which is authorized to make studies of business problems, and to charge moderate fees therefor. Where appropriate, the studies of the Bureau are published.

STUDENT SERVICES

Health Supervision. A medical examination is required of all applicants for admission to the Day Session of the College. Approval of the Medical Examiner must be secured before registration is permitted.

Individual advice on health matters is also given by medical, dental, and health staffs to whom the student reports each term, and at such other times as may be directed.

A student found to have remediable physical or hygienic defects is required to report in conference with evidence that the condition has been brought to the serious attention of the parent, guardian, or family medical or other hygienic adviser. A student failing to report as directed may be denied admission to all classes. Matriculated students who fail to maintain health standards set by the Department of Hygiene may, after a reasonable period of probation, be dropped from the School.

The medical staff of the School is available to students for consultation, and for emergency treatment when imperative for the purpose of protecting the student until he can obtain the services of his own physician.

In the Evening Session, a program of periodic medical examination of matriculated students is carried out.

Guidance and Orientation. The offices of the Department of Student Life act as coordinating agencies for the interests and activities of student men and women. These offices, located in Room 921, afford opportunities for discussing the results of the psychological examinations given to entering freshmen by the Personnel Bureau. Students may consult with these advisers for information concerning courses of study, for help with personal problems, and for broad educational and vocational counselling.

These offices are open for both Day and Evening Session students.

Placement. A Placement Service is maintained to aid the student in securing part time employment and to aid graduates in finding opportunities in

the fields for which, as students, they have prepared. The office of the Placement Service is in Room 303.

THE CITY COLLEGE STORE

By authority of the Board, a committee (composed of three members of the student body elected by the Student Council at the Main Building and four members of the Faculty designated by the President) operates the City College Store, one unit of which is conducted at the School of Business. The Store sells books, stationery, athletic supplies, and other articles needed by the students in their college work. The Store attempts so to fix its prices that the margin above cost will be sufficient only to enable it to pay expenses, and maintain a small working reserve.

PRIZES AND MEDALS

A number of prizes, medals and awards have been established for the College as a whole, and are available to students of the School of Business and Civic Administration equally with students of the other schools of the College. Information regarding them may be obtained in the Directory number of the City College Bulletin.

The following prizes and medals are available only for the students of the School of Business and Civic Administration:

Stroock Prize—A small monetary prize given to the senior of the School of Business and Civic Administration, Day and Evening Sessions, who shall have made the best average in his concentration or specialization group.

Henry Wollman Prize—Several small monetary prizes to be awarded "to such worthy, meritorious students in the School of Business and Civic Administration as shall be designated from time to time by the Trustees, the Dean of the School, or the President of the College."

Hinds Medal in Accountancy—Established by the Department of Accountancy in memory of the late George Kent Hinds, formerly an instructor in the Evening Session. The medal is awarded annually to the senior in the day or evening session in the School of Business and Civic Administration for the highest average in the fundamental and specialization courses in Accountancy.

Louis Greenbaum Memorial Award—A gold medal is awarded from time to time by the Kappa Phi Sigma Fraternity to a student in the Evening Session of the School for outstanding service, character, and scholarship.

Sigma Alpha Award—A scroll is awarded at Commencement by Sigma Alpha, the undergraduate honorary society, to that senior who has most distinguished himself in scholarship, service and personality.

The New York State Society of Certified Public Accountants Awards—Monetary prizes awarded to two members of the graduating class, majoring in Accountancy, for excellence in Accountancy studies.

Monroe D. Franklin Medal—Established by his family in memory of Lieutenant Monroe D. Franklin, B.B.A. 1939, who was killed in action in the Philippines January 17, 1942. The medal is awarded annually to a senior of the School of Business and Civic Administration who has excelled in scholarship and the personal qualities of integrity and leadership.

STUDENT AID

Direct financial assistance to needy students is available to a limited extent.

The **Student Aid Association** of the College, composed of alumni and fac-

ulty members, makes loans to needy students. In addition it grants annually a number of scholarships (known as Tremain Scholarships), in amounts ranging from $50 to $150, to students who stand high in their studies and are in need of assistance. Information may be obtained at the office of the Dean.

Meyer Bloomfield Personnel Research Fund. A small annual grant to the Personnel Bureau at the School in support of studies made in the field of vocational guidance, in which Professor Meyer Bloomfield, Class of 1899, was a pioneer. This fund was established by his wife in his memory.

The **School of Business Student Loan Fund** was created in 1939 by the Day Session Student Council and is maintained by the Council for the purpose of extending loans, ranging from one to fifteen dollars, to students of the Day Session who are in need of money for the purchase of text books or other school necessities, or for school or class social affairs. The fund is managed by a committee consisting of three students appointed by the Student Council and two Faculty members.

The Howard C. Green Memorial Fund is a fund established by students, faculty, and alumni to make small loans for short periods to cover fees, books or other small outlays of Evening Session students in need of temporary aid.

STUDENT ACTIVITIES

STUDENT ORGANIZATIONS

The By-Laws of the Board of Higher Education provide:

"The faculties shall through their appropriate committees supervise extracurricular activities and may charter or otherwise authorize teams and publications. The faculties shall have full power to regulate, suspend or discontinue the extracurricular activities of any student or group, in the interests of the effective conduct of the college or school as an institution of higher learning. Any group of students may form an organization, association, club or chapter by filing with an officer to be designated by the faculty (1) the name and purposes of the organization, association, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary, and (3) such other information as the President or Faculty may require. However, no group with a program against religion in general or against the religion of a particular group or any race shall be permitted to organize. No organizations, military or semi-military in character, not connected with established college courses shall be permitted without the authorizations of the proper faculty and the Board. . . . The Faculty shall also be responsible for and shall supervise the use of the college name by organizations and clubs."

Acting under authority of these by-laws, the Faculty of the School has placed the supervision of student societies in the hands of its **Committee on Student Activities.** That Committee has designated its Secretary as the officer with whom student organizations shall file the names of their officers and statements of their purposes as required by the Board by-law.
Similar arrangements exist in the Evening Session.

A **Student Council,** composed of 16 members, elected each semester by all the students of the School, except the Lower Freshmen, is vested by the Faculty with the power to exercise general supervision of student extracurricular activities; to promulgate Freshman rules and administer and control all Freshman-Sophomore contests, subject to approval of the Faculty Committee on Student Activities; and to award appropriate insignia or honors for superior merit in extracurricular activities, for character and for service to the School.

Among the student organizations of the School, the following have been recognized by the appropriate departments as supplementing the department's instructional program:

ACCOUNTANCY DEPARTMENT: The Accounting Society; ART DEPARTMENT: Art Department Service; BUSINESS ADMINISTRATION DEPARTMENT: The Advertising Society, The Research Management Association, The Society for the Advancement of Management, The Statistical Association; ECONOMICS DEPARTMENT: The Economics Society; EDUCATION DEPARTMENT: The Education Society; GOVERNMENT DEPARTMENT: The Public Administration Society; HYGIENE DEPARTMENT: Varsity Club; LAW DEPARTMENT: The Law Society; MILITARY SCIENCE DEPARTMENT: Monroe D. Franklin Society; PUBLIC SPEAKING DEPARTMENT: Theatron; DEPARTMENT OF ROMANCE LANGUAGES: Spanish Club, La Societé Downer (French Club).

The **House Plan** is an organization formed by alumni and members of the teaching staff to aid in the development of extracurricular activities and to foster informal personal relationships among students, instructors and alumni. A nearby building has been provided for the use of the School of Business students who are members of the House Plan.

STUDENT PUBLICATIONS

THE TICKER, a weekly newspaper, is published by the students of the Day Session. The Editor and Business Manager are selected each semester by the Ticker Association, composed of four students elected by the Student Council and four faculty members designated by the Dean. The staffs are selected by the Editor and the Business Manager.

THE REPORTER, a weekly newspaper, is published by the students of the Evening Session. The Editor and Business Manager are elected each year by the Publication Association, composed of eight members elected by the student body.

THE LEXICON is published annually by the Senior Class.

The following periodicals are published by the corresponding student organizations: Accounting Forum, The Bar, The Commercial Teacher, The Economist, The Interclass Athletic Council Leader, The Statistical Journal.

VARSITY AND JUNIOR VARSITY SPORT ACTIVITIES

The varsity and junior varsity sport activity program is directly under the supervision of a faculty athletic committee. This committee formulates and enforces policies for the maintenance of (a) proper academic standing; (b) adherence to amateur rulings; (c) medical and physical fitness.

The program of training is conducted at the Main Center except in the sports of boxing, fencing and wrestling, in which the training is conducted at the Business Center.

In the Evening Session, the regulations governing all sport activities are formulated by the Faculty Athletic Committee of the Evening Session.

THE DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION

ADMISSION

For admission to the freshman class of the School of Business and Civic Administration a candidate must offer evidence of preparation in at least fifteen units of secondary school work and in addition must meet the quality standards explained below (page 13).) A unit means the satisfactory completion of a year's work with recitation of at least four or five periods a week requiring preparation, or equivalent school work in a subject not requiring preparation.

Of these fifteen units, nine are required to be in the following subjects as they are described below:

English ..... 3 units
The three units of English represent the amount of work usually completed in four years in a recognized preparatory school.

A modern foreign language ..... 3 units
This requirement may be met by presenting any one of the following: French, German, Italian, Spanish, Latin, Greek or Hebrew.[1]

Mathematics ..... 2 units
The two units in Mathematics must include one year of Elementary Algebra; the second unit may be made up from the Mathematics electives listed below.

American History ..... 1 unit

The remaining six units required for admission, in addition to the foregoing nine, may be chosen from the following list:

Additional language, one or two years ..... 1 or 2 units
That is, additional to the three units of language mentioned above. A single unit in any foreign language which is not thus "additional", can in no case be counted unless and until such language shall have been successfully continued at the College through the second year.

Mathematics—
Commercial Arithmetic ..... 1 unit
Intermediate Algebra ..... ½ unit
Advanced Algebra ..... ½ unit
Plane Geometry ..... 1 unit
Solid Geometry ..... ½ unit
Trigonometry ..... ½ unit

History ..... ½ to 2 units
The additional History must be selected from the following: (a) Ancient and Medieval History to 1600 A.D.; (b) Modern History from 1600 A.D. to the present time; (c) English History.

Art (at least 2 full years) ..... 1 to 3 units

Shopwork (according to the number of hours) ..... ½ or 1 unit

Music (at least 2 full years) ..... 1 to 3 units
Of the three subjects, Music, Art and Shopwork, taken together, not more than 3 units may be allowed.

Elementary Physics ..... 1 unit

Elementary Chemistry ..... 1 unit

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[1] Although a student may thus be admitted without any modern language, the course of study leading to the B.B.A. degree is based on the assumption that the student has had in high school three years of a *modern* language; and a student offering no modern language for entrance is consequently required to take all his preliminary, as well as his advanced, work in modern language during the college course. Students preparing themselves for entrance to the School are therefore urged to take a modern language (French, German, Italian or Spanish) in high school.

Elementary Biology or General Science ..... 1 unit

Advanced Biology ..... 1 unit

Physiography ..... 1 unit

Economics ..... ½ unit

Commercial subjects ..... ½ to 5 units

Commercial subjects include Advertising, Bookkeeping, Business Training, Commercial Geography, Commercial Law, Foreign Trade, Marketing, Merchandising, Office Practice, Retailing, Secretarial Practice, Stenography, Typewriting. Entrance credit of one unit for one year's work is allowed in each of these subjects except Typewriting for which one-half unit is granted for one year's work. A maximum of five units may be offered for commercial subjects exclusive of Commercial Arithmetic.

HIGH SCHOOL WAR COURSES

The faculties of the four Schools of The City College have taken action approving admission credit for the "War courses" recently introduced in the high schools of New York City. A half unit will be allowed for each term's work if the course meets four or five periods a week and requires home preparation. Although this credit will be accepted as part of the fifteen units required for admission, it may not be substituted for any of the nine prescribed entrance units in English, foreign language, mathematics and American History.

ADMISSION WITH CONDITIONS

A candidate who presents less than fifteen but as many as fourteen units of preparatory work, or who presents the full number of entrance units but who lacks not more than two units in the list of subjects specifically required, may, in the discretion of the Committee on Admissions, be admitted to the freshman class, provided, however, that he completely satisfy the entrance requirements within one year from the date of his admission (unless an extension of time be granted by the Committee on Course and Standing).

FORM OF CERTIFICATION

Evidence of the units of preparation required for admission may be given by presenting certificates from the New York City High Schools or other accepted schools.

Blank forms for this purpose may be obtained from the Office of the Registrar and should be filled out by the school authorities and sent to the Registrar's Office. Applications for admission to the School for the Spring semester must be forwarded *not later than November 15th* of the year preceding; applications for admission to the School for the Fall semester must be forwarded to the College *not later than July 1st.*

Certifications are accepted from (1) public high schools of the City of New York; (2) high schools of New York State recognized by the Board of Regents; (3) high schools of the United States accredited by the Middle States Association of Colleges and Preparatory Schools or similar regional accrediting agencies. While certificates are accepted from schools on the accredited list outside of New York City all applicants are required to be permanent residents of New York City; this means that the immediate family of the applicant must be living in New York City.

Examinations of the College Entrance Examination Board may be offered in lieu of high school certifications.

Graduates of foreign institutions must present original transcripts and also certified English translations; no credential which does not give details of courses of study can be considered for matriculation. Further, it should be noted that all applicants for admission as undergraduates are required to be citizens of the United States or applicants for citizenship as well as residents of New York City.

METHOD OF ADMISSION TO DAY AND EVENING SESSIONS; QUALITY STANDARD; SPECIAL STUDENTS

The following regulations now govern admission of candidates for the degree of Bachelor of Business Administration:

1. The administrative authorities of the College determine in the light of space facilities and financial resources, the number of new students that may be admitted each term to the Day Session. (Women are admitted on the same basis as similarly qualified male applicants.)

2. Applicants will be ranked in order of merit as determined by the school average for the entire high school course and will be selected in order of rank until the Day Session quota is filled. The standard thus determined shall apply in both Day and Evening Sessions.

3. Additional places made available by the withdrawal of a number of those originally selected will be filled on the basis of relative standing in a group of qualifying examinations. (Experience indicates that the number of withdrawals may be as high as 20 or 25%.) Applicants who are not included in the quota originally but whose high school average is over 75% will be admitted to these examinations. The kind of tests to be used and the appropriate weights to be assigned to them and to the high school average shall be determined by the President. The privilege of examinations is extended also to Evening Session applicants, and the minimum standard for matriculation in the Day Session shall apply in both Day and Evening Sessions.

Students who are graduates of accredited high schools and who meet the subject requirements for matriculation but who do not qualify for admission as candidates for the baccalaureate degree may enroll in the Evening Session as special students. Such students may pursue courses in the Evening Session under guidance, but they will be required to pay tuition fees for their courses at the rate of $2.50 per credit.

Such special students may subsequently become matriculated students with advanced standing as candidates for a baccalaureate degree provided they complete an approved program of 15 credits of work in the Evening Session in two consecutive terms with an average grade of "B" or complete 60 credits with at least a "C" average. The course of study followed shall be approved by the Director of the Evening Session, and so far as possible shall include courses in foreign languages and mathematics.

ADMISSION WITH ADVANCED STANDING

Students applying with advanced standing from recognized colleges or universities may be admitted on the basis of fulfilling the high school admission requirements above stated, but it is expected that they will also meet the normal college standards required of the City College Freshmen and Sophomores. If they do not have the requisite high school average, it is necessary that they have completed at least one full year's work (30 credits) at a recognized college or university with an average grade of B or its equivalent in percentage.

The amount of credit allowed for work taken at an accredited college is determined after consultation with representatives of the various departments of study concerned. The student should present an official transcript of his record, listing in detail the subjects taken and the grades attained, together with a certificate of honorable dismissal, and also original credentials of his high school or preparatory work. The high school record should be certified on forms provided by this college; college records should be certified on the forms in use at the institution from which the student is transferring.

Courses completed with the grade of D at other institutions ordinarily will

not be credited for advanced standing (certain exceptions may be made in the case of students transferring from other city colleges), but the student may be excused from repeating such courses. Students who have completed certain courses in high school which are the equivalent of courses offered by the college are excused from repeating such courses and are allowed to continue those subjects in advanced courses; but no college credit is allowed for work completed in an American non-degree-granting institution.

Students dropped from other institutions for poor scholarship or for other reasons are not eligible for admission to the City College.

Students in the other municipal colleges, who desire to transfer to this school in order to pursue its professional curriculum, are advised that this may be accomplished, in most cases, without serious difficulty or substantial loss of credit, if done before beginning the work of the junior year. Such students should, of course, bear in mind that the earlier the transfer is effected, the easier is the task of adjustment to the new school environment and curriculum objectives.

COURSE OF STUDY

A total of one hundred and twenty-eight (128) credits is required for the degree of Bachelor of Business Administration. Of these, fifty-seven, devoted to what is described as the cultural base, and consisting of liberal subjects (very similar to those required in the College of Liberal Arts and Science of candidates for the degree of Bachelor of Arts and Bachelor of Science in Social Science), are pursued chiefly in the first two years of the course. The remaining seventy-one credits are devoted almost entirely to courses deemed especially appropriate to the degree of Bachlor of Business Administration, twenty-seven being devoted to background courses in economics and the social sciences, and at least twenty-four more to some field of specialization.

In detail the course of study is as follows:

A. CULTURAL BASE—PRESCRIBED FOR ALL STUDENTS

ENGLISH

English Composition—English 1, 2, 5 ..... 4 credits
Spoken English—Public Speaking 1, 2, 3, 4 ..... 4 credits
English Literature—English 3, 4 ..... 4 credits

The departments of English and Public Speaking may excuse students who are sufficiently proficient in written and in spoken English from taking some courses normally prescribed, but credit shall be allowed only in proportion to the time of residence work; and they may withhold credit and require additional work of students who are below standard in the use of English. (See page 53.)

FOREIGN LANGUAGES

A modern foreign language ..... 12 credits

The indicated number of credits (12) is merely the average number of credits required in foreign language. The actual number of required credits varies according to the amount of foreign language work presented at entrance. In case the student elects to continue a modern language which he has studied for two years in high school, he will be assigned courses 1 and 2 in the Freshman year, 4 hours weekly, 3½ credits per term, followed by courses 3 and 4 in the Sophomore year, 4 hours weekly, 3½ credits per term. In case the student elects to continue a modern language, which he has studied for three years in high school, he will be assigned courses 2, 3 and 4, four hours weekly, 3½ credits per term. A student who presents less than the required number of units in a modern language or who presents no modern language for admission shall make up his deficiency in college. Evening Session students may meet the language requirement by completing courses 72, 73, 74, 75. The subject matter of these courses is the same as that of 2, 3, 4.

MATHEMATICS

Two courses in Mathematics ..... 6 credits
During the war emergency this requirement may be met by one of the following sequences:
(a) Mathematics 152, 153 if Advanced Algebra and Trigonometry are offered for entrance credit;
(b) Mathematics 42, 152 if Advanced Algebra is offered for entrance credit but not Trigonometry;
(c) Mathematics 43, 152 if Advanced Algebra is not offered for entrance credit.

NATURAL SCIENCE

A year course in any one of three sciences—
Biology, Chemistry, or Physics ..... 6 credits
A term course in a second of these sciences* ..... 3 credits

SOCIAL SCIENCE

Principles of Economics—Economics 1 ..... 3 credits
American Government and Politics—Government 1 ..... 3 credits
History of Civilization—History 1, 2 ..... 6 credits

ART AND MUSIC

Art Appreciation—Art 1 ..... 1 credit
History and Appreciation of Music—Music 1 ..... 1 credit

PHYSICAL EDUCATION

Hygiene 1, 2, 3, 4 ..... 4 credits
(Hygiene 71, 72 are taken by Evening Session students)
An additional year of Hygiene is required of all male Day Session students.

B. ECONOMIC AND SOCIAL BACKGROUND—PRESCRIBED FOR ALL STUDENTS

Principles of Accounting (Accty. 101-102) ..... 6 credits
A student who has completed in high school two or more years of bookkeeping may upon application to the Registrar's Office or the Evening Session Office be excused from taking Accountancy 101 as part of the B.B.A. requirements.
American Economic Development (Econ. 2) ..... 3 credits
Resources and Industries of the U. S. (Econ. 12) ..... 3 credits
Principles of Statistics (Econ. 15) ..... 3 credits
Principles of Finance (Econ. 20) ..... 3 credits
Principles of Business Organization (Bus. Adm. 103) ..... 3 credits
The Law of Business Contracts (Law 101) ..... 3 credits
General Psychology (Psych. 1) ..... 3 credits

Total ..... 27 credits

C. SPECIALIZATION GROUPS

In order to help students crystallize their vocational objectives the Faculty of the School of Business and Civic Administration has set up a Group Specialization Committee to meet with students and assist them to plan a vocational objective. Accordingly, each student who is a candidate for the degree of B.B.A. is required in his Sophomore year to submit to the Committee a plan for his specialization embodying courses numbering at least 24 credits. These courses should be planned by the student to meet his vocational objectives after consultations with persons in business, with various members of the Faculty, and with the Group Specialization Committee. After a specialization group has been

* In lieu of Science Survey during the war.

submitted to the Registrar's Office or approved, any change therein or shifts from one specialization to another must be approved by the Group Specialization Committee.

The groups printed below are not rigid. However, in most of the groups a core of courses has been marked with asterisks and is considered essential. To this core the student should add other courses to meet his special needs until he has selected a minimum of 24 credits.

Specialization groups have been set up in the four fields outlined below.

I. BUSINESS

A. Accountancy
B. Banking and Finance
C. Credits and Collections
D. Financial Management
E. Foreign Trade
F. Industrial Management
G. Insurance
H. Management of Small Business
I. Marketing: Sales and Advertising
J. Office Supervision and Administration
K. Personnel Management
L. Purchasing and Traffic
M. Real Estate
N. Retailing
O. Secretarial Studies
P. Statistics
Q. Stylist and Buyer

II. ECONOMIC ANALYSIS

III. PUBLIC ADMINISTRATION

A. Accountancy for Public Administration
B. Government Office Management
C. Public Administrative Management
D. Public Housing
E. Public Personnel Administration
F. Statistics for Public Administration

IV. THE TEACHING OF COMMERCIAL SUBJECTS

A. Accounting and Business Practice
B. Merchandising and Salesmanship
C. Stenography and Typewriting

I—BUSINESS

The offerings in this field cover a wide choice. Students who wish to qualify for the C.P.A. examination are required to pursue all of the courses indicated in Group I-A.

A. ACCOUNTANCY—recommended group of 27 credits:

Advanced Accounting (Accty. 201-202)	6 credits
Cost Accounting (Accty. 210-211)	4 "
Auditing (Accty. 220-221)	4 "
Accounting Systems (Accty. 230) or Municipal Accounting (Accty. 245) or Estate Accounting (Accty. 250)	2 "

Analysis of Financial Statements (Accty. 260)	2	"
Advanced Problems (Accty. 271-272)	4	"
The Law of Business Organization (Law 102)	3	"
The Law of Negotiable Instruments (Law 103) or The Law of Mercantile Transactions (Law 104)	2	"

(See also Accountancy for Public Administration, p. 23)

B. BANKING AND FINANCE—at least 24 credits from the following:

*Theory of Money and Credit (Econ. 21)	3	credits
*Principles of Public Finance (Econ. 25)	3	"
*Economics of Corporate Finance (Econ. 220)	3	"
*Business Financial Management (Bus. Adm. 160)	3	"
*Elements of Mercantile Credits and Collections (Bus. Adm. 170)	2	"
*Principles of Investments (Bus. Adm. 163)	2	"
Investment Problems (Bus. Adm. 261)	2	"
Current Problems in Finance (Econ. 225)	3	"
Elements of Insurance (Bus. Adm. 180)	3	"
Analysis of Financial Statements (Accty. 260) (Special section for students electing this group; all prerequisites waived with the exception of Accty. 101-102.)	2	"
Banking Practices (Bus. Adm. 162)	2	"
Economic Cycles (Econ. 208)	2	"
The Law of Negotiable Instruments (Law 103)	2	"

C. CREDITS AND COLLECTIONS—at least 24 credits from the following:

*Elements of Mercantile Credits and Collections (Bus. Adm. 170)	2	credits
*Elements of Consumer Credits and Collections (Bus. Adm. 171)	2	"
*The Law of Mercantile Transactions (Law 104)	2	"
*Advanced Credits and Collections (Bus. Adm. 270)	2	"
*Analysis of Financial Statements (Accty. 260) (Special section for students electing this group; all prerequisites waived with the exception of Accty. 101-102.)	2	"
*Advanced Credit Problems (Bus. Adm. 271)	2	"
*Business Seminar (Bus. Adm. 301-302)	4	"
The Law of Creditors' Rights (Law 106)	2	"
Economic Cycles (Econ. 208)	2	"
Essentials of Marketing (Bus. Adm. 110)	3	"
Elements of Retailing (Bus. Adm. 130)	2	"
Problems in Office Management (Bus. Adm. 201)	3	"
Problems in General Business Management (Bus. Adm. 202)	3	"
The Law of Negotiable Instruments (Law 103)	2	"
The Law of Secured Transactions (Law 105)	2	"
Advanced Accounting. Corporation Accounting (Accty. 201-202)	6	"
Accounting Systems (Accty. 230)	2	"
Financial and Operating Statements of Typical Industries (Accty. 265)	2	"
The Law of Business Organization (Law 102)	3	"

D. FINANCIAL MANAGEMENT—at least 24 credits from the following:

*Business Financial Management (Bus. Adm. 160)	3	credits
*Problems in General Business Management (Bus. Adm. 202)	3	"
*Budget Accounting (Accty. 255)	2	"
*Advanced Accounting. Corporation Accounting (Accty. 201)	3	"
*The Law of Negotiable Instruments (Law 103)	2	"
The Law of Business Organization (Law 102)	3	"
Elements of Mercantile Credits and Collections (Bus. Adm. 170)	2	"
Elements of Consumer Credits and Collections (Bus. Adm. 171)	2	"
Problems in Office Management (Bus. Adm. 201)	3	"
Elementary Problems of Casualty Insurance and Bonding (Bus. Adm. 183)	1	"
Analysis of Financial Statements (Accty. 260)	2	"
Advanced Accounting. Corporation Accounting (Accty. 202)	3	"
Executive Course (Bus. Adm. 309)	6	"
The Law of Secured Transactions (Law 105)	2	"
Elements of Insurance (Bus. Adm. 180)	3	"
Business Seminar (Bus. Adm. 301-302)	4	"
The Law of Creditors' Rights (Law 106)	2	"

E. FOREIGN TRADE—at least 24 credits from the following:

*Principles of International Business Relations (Econ. 272)	2	credits
*Foreign Exchange and the Financing of Foreign Trade (Econ. 70)	3	"
*Foreign Trade Methods and Practices (Bus. Adm. 140)	3	"

*Foreign Credits and Collections (Bus. Adm. 141)	2 "
*Advanced Problems in Foreign Trade (Bus. Adm. 240)	3 "
*One of the following two groups:	
Economic Geography of Europe (Econ. 13) and European Markets (Bus. Adm. 146)	4 "
or	
Economic Geography of Latin America (Econ. 14) and Latin American Markets (Bus. Adm. 145)	5 "
Elementary Problems of Ocean and Inland Marine Insurance (Bus. Adm. 182)	1 "
Essentials of Marketing (Bus. Adm. 110)	3 "
Practical Marine Operations (Bus. Adm. 142)	2 "
Economic Problems—International (Econ. 31)	3 "
Problems in Ocean and Inland Marine Insurance (Bus. Adm. 282)	2 "
The Law of Negotiable Instruments (Law 103)	2 "
Intermediate Pitman Stenography—Spanish (Steno. 423)	0 "
Advanced Pitman Stenography—Spanish (Steno. 425)	3 "
High Speed Pitman Stenography—Spanish (Steno. 427)	3 "
World Politics (Govt. 41)	3 "
Modern Latin America (History 40)	3 "
The Law of Mercantile Transactions (Law 104)	2 "
Advanced (Spanish) Composition (Spanish 31)	3 "
Advanced Study in (Spanish) Grammar and Diction (Spanish 33)	3 "
Elementary Portuguese (Portuguese 41-42)	6 "
Economic Geography of the Far East (Econ. 11)	2 "
Far Eastern Markets (Bus. Adm. 147)	2 "
The United States: History of a Democratic Civilization (History 36)	3 "

F. INDUSTRIAL MANAGEMENT—at least 24 credits from the following:

*Production Control (Bus. Adm. 204)	2 credits
*Time and Motion Study (Bus. Adm. 304)	2 "
*Principles of Cost Accounting (Accty. 210)	2 "
*Personnel Administration (Bus. Adm. 105)	2 "
*Purchasing and Materials Control (Bus. Adm. 107)	2 "
*Introduction to Industrial Design (Art 101)	1 "
Advanced Principles of Cost Accounting (Accty. 211)	2 "
Industrial Relations (Bus. Adm. 106)	3 "
Executive Course (Bus. Adm. 309)	6 "
Graphic Statistics (Bus. Adm. 151)	2 "
Business Management Policies (Bus. Adm. 104)	3 "
Problems in General Business Management (Bus. Adm. 202)	3 "
Advanced Statistical Methods for Business Management and Administration (Bus. Adm. 154-155)	6 "
Advanced Cost Accounting Systems (Accty. 212)	2 "
Business Seminar (Bus. Adm. 301-302)	4 "
Business and Industrial Psychology (Psych. 81)	3 "
Inspection Methods for Production Management (Bus. Adm. 206)	2 "
Materials and Equipment Handling and Control (Bus. Adm. 208)	2 "

G. INSURANCE—at least 24 credits from the following:

*Elements of Insurance (Bus. Adm. 180) or *Elementary Problems of Insurance (Bus. Adm. 181-2-3)	3 credits
*Advanced Statistical Methods for Business Management and Administration (Bus. Adm. 154-155)	6 "
*Principles of Investments (Bus. Adm. 163)	2 "
Business Financial Management (Bus. Adm. 160)	3 "
Advanced Problems of Property and Casualty Insurance (Bus. Adm. 389)	3 "
Personnel Administration (Bus. Adm. 105)	2 "
Principles of Life Insurance (Bus. Adm. 185)	2 "
Problems in Fire Insurance (Bus. Adm. 281)	2 "
Problems in Ocean and Inland Marine Insurance (Bus. Adm. 282)	2 "
Problems in Casualty and Suretyship Insurance (Bus. Adm. 283)	2 "
Economic Cycles (Econ. 208)	2 "
Economics of Corporate Finance (Econ. 220)	3 "

H. MANAGEMENT OF SMALL BUSINESS—at least 24 credits from the following:

*Business Financial Management (Bus. Adm. 160)	3 credits
*Sales Management (Bus. Adm. 210)	2 "
*Purchasing and Materials Control (Bus. Adm. 107)	2 "
*Problems in Office Management (Bus. Adm. 201)	3 "

*Problems in General Business Management (Bus. Adm. 202)	3 "
Traffic Management (Bus. Adm. 109)	2 "
Principles of Cost Accounting (Accty. 210)	2 "
Advanced Accounting (Accty. 201)	3 "
Production Control (Bus. Adm. 204)	2 "
Personnel Administration (Bus. Adm. 105)	2 "
Credits and Collections (Bus. Adm. 170 or 171)	2 "
Executive Course (Bus. Adm. 309)	6 "
The Law of Business Organization (Law 102)	3 "
The Law of Secured Transactions (Law 105)	2 "
Introduction to Industrial Design (Art 101)	1 "
Business and Industrial Psychology (Psych. 81)	3 "
Accounting Systems (Accty. 230)	2 "

I. MARKETING: SALES AND ADVERTISING—at least 24 credits.

Suggested courses for all those selecting this group:

*Essentials of Marketing (Bus. Adm. 110)	3 credits
*Introduction to Industrial Design (Art 101)	1 "
*Essentials of Advertising (Bus. Adm. 120)	3 "
*Marketing Analysis (Bus. Adm. 212)	3 "
*Advanced Marketing Policies (Bus. Adm. 219)	2 "
Business and Industrial Psychology (Psych. 81)	3 "

Students specializing in the advertising aspects of marketing should select at least twelve credits from the following:

Advertising Copy (Bus. Adm. 125)	2 "
Design in the Graphic Arts (Art 31)	2 "
Advanced Advertising Copy (Bus. Adm. 225)	2 "
Design in the Graphic Arts, Advanced (Art 32)	2 "
Advertising Production (Bus. Adm. 121	2 "
Advertising Campaigns (Bus. Adm. 123)	2 "
Commercial Art Practice (Art 21-22)	4 "
Design, Special Fields (Art 34)	2 "
Business News Publicity (Bus Adm. 129)	2 "

(Also courses in English Composition and Journalism.)

Students specializing in the sales aspects of marketing should select at least twelve credits from the following:

Essentials of Salesmanship (Bus. Adm. 112)	2 "
Oral Salesmanship (P. S. 101)	1 "
Sales Management (Bus. Adm. 210)	2 "
Sales Development through Retailers (Bus. Adm. 114)	2 "
Elements of Mercantile Credits and Collections (Bus. Adm. 170)	2 "
The Law of Mercantile Transactions (Law 104)	2 "
The Law of Secured Transactions (Law 105)	2 "
Elements of Retailing (Bus. Adm. 130)	2 "
Essentials of Retail Merchandising (Bus. Adm. 135)	2 "
Graphic Statistics (Bus. Adm. 151)	2 "
Traffic Management (Bus. Adm. 109)	2 "

J. OFFICE SUPERVISION AND ADMINISTRATION—at least 24 credits from the following:

*Office and Secretarial Practice (Accty. 153)	3 credits
*Personnel Administration (Bus. Adm. 105)	2 "
*Mechanized Control Systems in Business (Bus. Adm. 159)	2 "
*Purchasing and Materials Control (Bus. Adm. 107)	2 "
*Problems in Office Management (Bus. Adm. 201)	3 "
*Advanced Accounting. Corporation Accounting (Accy. 201)	3 "
Intermediate Stenography—Pitman (Steno 403) # / Advanced Stenography—Pitman (Steno. 405) / High Speed Stenography—Pitman (Steno. 407) — or — Intermediate Stenography—Gregg (Steno. 413) # / Advanced Stenography—Gregg (Steno. 415) / High Speed Stenography—Gregg (Steno. 417)	6 "
Intermediate Typewriting (Steno. 404)	0 "
Advanced Typewriting (Steno. 406)	0 "
Advanced Accounting. Corporation Accounting (Accty. 202)	3 "
Municipal Accounting (Accty. 245) — or — Budget Accounting (Accty. 255)	2 "
Introduction to Industrial Design (Art 101)	1 "
Principles of Cost Accounting (Accty. 210)	2 "
Executive Course (Bus. Adm. 309)	6 "
Elements of Mercantile Credits and Collections (Bus. Adm. 170)	2 "
The Law of Business Organization (Law 102)	3 "
Elements of Consumer Credits and Collections (Bus. Adm. 171)	2 "

Vocational Psychology (Psych. 80)	3 "
Graphic Statistics (Bus. Adm. 151)	2 "
Business Seminar (Bus. Adm. 301-302)	4 "

(See also Government Office Management, p. 23.)
#No credit given for this course.

K. PERSONNEL MANAGEMENT—at least 24 credits from the following:

*Labor Problems (Econ. 4)	3 credits
*Personnel Administration (Bus. Adm. 105)	2 "
*Industrial Relations (Bus. Adm. 106)	3 "
*The Law of Labor Relations (Law 211)	2 "
*Problems in Office Management (Bus. Adm. 201)	3 "
*Business and Industrial Psychology (Psych. 81)	3 "
Time and Motion Study (Bus. Adm. 304)	2 "
Public Relations (Bus. Adm. 203)	3 "
Problems in General Business Management (Bus. Adm. 202)	3 "
Executive Course (Bus. Adm. 309)	6 "
Vocational Psychology (Psych. 80)	3 "
Business Management Policies (Bus. Adm. 104)	3 "
Business Seminar (Bus. Adm. 301-302)	4 "
Production Control (Bus. Adm. 204)	2 "
The Law of Business Organization (Law 102)	3 "

(See also Public Personnel Administration, p. 24.)

L. PURCHASING AND TRAFFIC—at least 24 credits from the following:

*Purchasing and Materials Control (Bus. Adm. 107)	2 credits
*Problems in Office Management (Bus. Adm. 201)	3 "
*Traffic Management (Bus. Adm. 109)	2 "
*Business Cycles (Econ. 208)	2 "
*The Law of Mercantile Transactions (Law 104)	2 "
Principles of Cost Accounting (Accty. 210)	2 "
Production Control (Bus. Adm. 204)	2 "
Graphic Statistics (Bus. Adm. 151)	2 "
Problems in General Business Management (Bus. Adm. 202)	3 "
Business Management Policies (Bus. Adm. 104)	3 "
Materials of Merchandising—Textile Materials (Bus. Adm. 131)	2 "
Materials of Merchandising—Non-Textile Materials (Bus. Adm. 132)	1 "
The Law of Negotiable Instruments (Law 103)	2 "
Standards of Materials (Chem. 115b)	2 "
Practical Marine Operations (Bus. Adm. 142)	2 "
Elementary Problems of Ocean and Inland Marine Insurance (Bus. Adm. 182)	1 "
Business Seminar (Bus. Adm. 301-302)	4 "
Inspection Methods for Production Management (Bus. Adm. 206)	2 "
Materials and Equipment Handling and Control (Bus. Adm. 208)	2 "
Advanced Traffic Management (Bus. Adm. 209)	2 "

M. REAL ESTATE—at least 24 credits from the following:

*Essentials of Real Estate (Bus. Adm. 190)	2 credits
*Real Estate Financing and Investments (Bus. Adm. 193)	2 "
*Real Estate Management (Bus. Adm. 194)	2 "
*Real Estate Valuation and Appraisal (Bus. Adm. 191)	2 "
*Advanced Problems in Real Estate—Brokerage (Bus. Adm. 299)	2 "
*The Law of Real Estate Transactions (Law 202)	2 "
Elements of Insurance (Bus. Adm. 180)	3 "
The Law of Business Organization (Law 102)	3 "
Elementary Problems of Fire Insurance (Bus. Adm. 181)	1 "
Administration of Public Housing (Bus. Adm. 197)	2 "
Advanced Problems in Public Housing (Bus. Adm. 297)	2 "
Principles of Public Finance (Econ. 25)	3 "
City Planning (Econ. 295.8)	2 "
Introduction to Industrial Design (Art 101)	1 "

(See also Public Housing, p. 23.)

N. RETAILING—at least 24 credits from the following:

*Essentials of Marketing (Bus. Adm. 110)	3 credits
*Elements of Retailing (Bus. Adm. 130)	2 "
*Retail Store Management (Bus. Adm. 230)	2 "
*Essentials of Retail Merchandising (Bus. Adm. 135)	2 "
*Retail Advertising (Bus. Adm. 137)	2 "
*Introduction to Industrial Design (Art. 101)	1 "

*The Law of Mercantile Transactions (Law 104)	2 "
*Materials of Merchandising—Textile Materials (Bus. Adm. 131)	2 "
*Materials of Merchandising—Non-Textile Materials (Bus. Adm. 132)	1 "
Retail Sales Promotion (Bus. Adm. 237)	2 "
Retail Salesmanship (Bus. Adm. 133)	2 "
Elements of Consumer Credits and Collections (Bus. Adm. 171)	2 "
Personnel Administration (Bus. Adm. 105)	2 "
Business News Publicity (Bus. Adm. 129)	2 "
Fashion Factors in Retailing (Bus. Adm. 139)	2 "
Elements of Insurance (Bus. Adm. 180)	3 "
Elementary Problems of Fire Insurance (Bus. Adm. 181)	1 "
Marketing Analysis (Bus. Adm. 212)	3 "
Problems of Retail Merchandising (Bus. Adm. 235)	2 "
Essentials of Real Estate (Bus. Adm. 190)	2 "
Standards of Materials (Chem. 115b)	2 "
Business and Industrial Psychology (Psych. 81)	3 "
Design in the Graphic Arts (Art 31)	2 "

O. SECRETARIAL STUDIES—at least 28 credits from the following:

*Intermediate Stenography—Pitman (Steno. 403) #	
*Advanced Stenography—Pitman (Steno. 405)	
*High Speed Stenography—Pitman (Steno. 407)	
or	
*Intermediate Stenography—Gregg (Steno. 413) #	
*Advanced Stenography—Gregg (Steno. 415)	6 credits
*High Speed Stenography—Gregg (Steno. 417)	
or	
*Intermediate Pitman Stenography—Spanish (Steno 423) #	
*Advanced Pitman Stenography—Spanish (Steno. 425)	
*High Speed Pitman Stenography—Spanish (Steno. 427)	
*Intermediate Typewriting (Steno. 404)	0 "
*Advanced Typewriting (Steno. 406)	0 "
*Executive Secretarial Training (Accty. 155)**	2 "
*Office and Secretarial Practice (Accty. 153)	3 "
*Advanced Accounting. Corporation Accounting (Accty. 201)	3 "
*Problems in Office Management (Bus. Adm. 201)	3 "
*Advanced English Grammar and Exposition (Eng. 106)	2 "
*The Law of Business Organization (Law 102)	3 "
Elementary Portuguese (Portuguese 41-42)	6 "
Advanced Composition (Spanish 31)	3 "
Advanced Study in Grammar and Diction (Spanish 33)	3 "
Vocational Psychology (Psych. 80)	
or	3 "
Business and Industrial Psychology (Psych. 81)	
Principles of Public Administration (Govt. 14)	
or	3 "
Public Personnel Administration (Govt. 19)	
Personnel Administration (Bus. Adm. 105)	2 "
or one of the following:	
Essentials of Marketing (Bus. Adm. 110)	
Essentials of Advertising (Bus. Adm. 120)	3 "
Foreign Trade Methods and Practices (Bus. Adm. 140)	
Elements of Insurance (Bus. Adm. 180)	

(See also Government Office Management, p. 23.)

#No credit given for this course.
**Subject to approval by the Board of Higher Education.

P. STATISTICS—at least 24 credits from the following:

*Graphic Statistics (Bus. Adm. 151)	2 credits
*Economic Statistics (Econ. 214)	3 "
*Advanced Statistical Methods for Business Management and Administration (Bus. Adm. 154-155)	6 "
*Problems in Economic and Social Statistics—Seminar (Econ. 216)	3 "
*Problems in Business Statistics (Bus. Adm. 250)	3 "
Marketing Analysis (Bus. Adm. 212)	3 "
Statistical Methods in Public Administration (Econ. 213)	3 "
Mathematics of Statistics (Math. 217)	3 "
Mathematics of Statistics (Math. 218)	3 "
Mechanized Control Systems in Business (Bus. Adm. 159)	2 "

(See also Statistics for Public Administration, p. 24.)

Q. STYLIST AND BUYER**—at least 24 credits from the following:

*Art and Craft of Drawing (Art 21)	2 credits
*Introduction to Industrial Design (Art 101)	1 "

*Interior Decorating Design in Home (Art 34 I. D.)	2	"
*Costume Design (Art 34 C. D.)	2	"
*Art History and Principles (Art 11)	3	"
*Modern Art (Art 18-19)	3	"
*Elements of Retailing (Bus. Adm. 130)	2	"
*Materials of Merchandising—Textile Materials (Bus. Adm. 131)	2	"
*Materials of Merchandising—Non-Textile Materials (Bus. Adm. 132)	1	"
*Fashion Factors in Retailing (Bus. Adm. 139)	2	"
*Essentials of Retail Merchandising (Bus. Adm. 135)	2	"
Art and Craft of Drawing—Advanced (Art 22)	2	"
Art History and Principles (Art 12)	3	"
Standards of Materials (Chem. 115b)	2	"
Retail Advertising (Bus. Adm. 137)	2	"
Problems in Retail Merchandising (Bus. Adm. 235)	2	"
Retail Sales Promotion (Bus. Adm. 237)	2	"

**Clothes and the Home are the principal topics to be covered.

II—ECONOMIC ANALYSIS

The group is designed to prepare students for government and business positions in which economic problems need to be described, identified, segregated, evaluated, synthesized or analyzed. To an increasing degree government and business have found it necessary in the formulation, effectuation or readjustment of policies to rely on economic research. The increasing number of calls for men and women with this type of technical training and skill testifies to its value and need. At least 24 credits from the following:

*Economic Problems—Domestic (Econ. 30)	3	credits
*Principles of Public Finance (Econ. 25)	3	"
*Labor Problems (Econ. 4)	3	"
*Economic Cycles (Econ. 208)	2	"
*Economic Problems—International (Econ. 31)	3	"
Contemporary Economic Thought (Econ. 8)	3	"
The Relation of Government to Business (Govt. 121)	3	"
Economics of Corporate Finance (Econ. 220)	3	"
Economic Statistics (Econ. 214)	3	"
Problems in Economic and Social Statistics—Seminar (Econ. 216)	3	"
Industrial Relations (Bus. Adm. 106)	3	"
Advanced Accounting. Corporation Accounting (Accty. 201)	3	"
Principles of Cost Accounting (Accty. 210)	2	"
Budget Accounting (Accty. 255)	2	"
Analysis of Financial Statements (Accty. 260)	2	"
Evolution of Economic Thought (Econ. 7)	3	"
Theory of Money and Credit (Econ. 21)	3	"
Agricultural Economics (Econ. 105)	2	"
Statistical Methods in Public Administration (Econ. 213)	3	"
Public Administration (Govt. 14)	3	"
Business Financial Management (Bus. Adm. 160)	3	"
Principles of Investment (Bus. Adm. 163)	2	"

III—PUBLIC ADMINISTRATION

Designed for students preparing for careers in the federal, state or municipal service, the specialization groups of courses in Public Administration provide both background and professional preparation for definite categories of positions in the public service. The purpose of the course sequences is not merely to aid the student to pass civil service examinations. The primary objectives are: (1) to give the student an understanding of the problems and processes of government; (2) to develop the sense of values and the perspective essential in public service; (3) to provide professional training of value in facilitating admission to governmental service as well as contributing to growth after entrance.

Students interested in any of the specialization groups in Public Administration are invited to consult the Sub-Chairman of the Government Department. Students considering Group A (Accountancy for Public Administration) should also consult the Chairman of the Accountancy Department. Those interested in Group F (Statistics for Public Administration) should confer with the Chairman of the Business Administration Department and the Sub-Chairman of the Economics Department as well as the Sub-Chairman of the Government Department.

The following four courses are common to all the Public Administration specialization groups:

Municipal and State Government (Govt. 11)	3 credits
Constitutional Law: The Federal System (Govt. 12)	3 "
Elements of Public Administration (Govt. 14)	3 "
Principles of Public Finance (Econ. 25)	3 "

(Note: With the approval of the Group Specialization Committee variations may be made by the substitution of Engl. 11, 54, Educ. 11, Law 100, Psych. 80, 81, 85, Phil. 1, or other courses in Accountancy, Business Administration, Economics, Government and History for some of the above courses.)

Six groups are recommended as set forth below.

A. ACCOUNTANCY FOR PUBLIC ADMINISTRATION—at least 26 credits from the following:

Courses prescribed for all Public Administration students	12 credits
Advanced Accounting (Accty. 201-202)	6 "
Cost Accounting (Accty. 210)	2 "
Auditing (Accty. 220-221)	4 "
Municipal Accounting (Accty. 245)	2 "
Budget Accounting (Accty. 255)	2 "

(See also Accountancy, p. 16.)

B. GOVERNMENT OFFICE MANAGEMENT—at least 27 credits from the following:

Courses prescribed for all Public Administration students	12 credits
Office and Secretarial Practice (Accty. 153)	3 "
Problems in Office Management (Bus. Adm. 201)	3 "
Public Personnel Administration (Govt. 19)	3 "
Government and Administration of New York City ((Govt. 15)	3 "
Executive Secretarial Training (Accty. 155)**	2 "
The United States: History of a Democratic Civilization (Hist. 36)	3 "
Advanced English Grammar and Exposition (Eng. 106)	3 "
The American Legal System (Law 100)	2 "
Intermediate Stenography—Gregg or Pitman (Steno. 403 or 413)	0 "
Intermediate Typewriting (Steno. 404)	0 "
Advanced Stenography—Gregg or Pitman (Steno. 405 or 415)	3 "
Advanced Typewriting (Steno. 406)	0 "
High Speed Stenography—Gregg or Pitman (Steno. 407 or 417)	3 "

(See also Secretarial Studies, p. 21, and Office Supervision and Administration, p. 19.)

**Subject to approval by the Board of Higher Education.

C. PUBLIC ADMINISTRATIVE MANAGEMENT—at least 27 credits from the following:

Courses prescribed for all public Administration students	12 credits
Constitutional Law: Personal and Property Rights (Govt. 13)	3 "
Public Personnel Administration (Govt. 19)	3 "
Administrative Law and Regulation (Govt. 22)	3 "
The United States: History of a Democratic Civilization (Hist. 36)	3 "
Problems in General Business Management (Bus. Adm. 202)	3 "
Municipal Accounting (Accty. 245)	2 "
The American Legal System (Law 100)	2 "
Diction and Form (Eng. 11)	2 "
Government and Administration of New York City (Govt. 15)	3 "
Government and Business (Govt. 121)	3 "
Public Administration Research (Govt. 310-311)	4 "

D. PUBLIC HOUSING—at least 27 credits from the following:

Courses prescribed for all Public Administration students	12 credits
Essentials of Real Estate (Bus. Adm. 190)	2 "
Administration of Public Housing (Bus. Adm. 197)	2 "
Problems in Management of Public Housing (Bus. Adm. 297)	2 "
Urban Sociology (Soc. 51)	3 "
Government and Administration of New York City (Govt. 15)	3 "
Public Personnel Administration (Govt. 19)	3 "
City Planning (Econ. 295.8)	3 "

(See also Real Estate, p. 20.)

E. PUBLIC PERSONNEL ADMINISTRATION—at least 27 credits from the following:

Courses prescribed for all Public Administration students	12 credits
Public Personnel Administration (Govt. 19)	3 "
Vocational Psychology (Psych. 80)	3 "
Classification in Public Personnel Administration (Govt. 222)	2 "
Personnel Administration (Bus. Adm. 105)	2 "
Labor Problems (Econ. 4)	3 "
Industrial Relations (Bus. Adm. 106)	3 "
Public Administration Research (Govt. 310-311)	4 "

(See also Personnel Management, p. 20.)

F. STATISTICS FOR PUBLIC ADMINISTRATION—at least 27 credits from the following:

Courses prescribed for all Public Administration students	12 credits
Statistical Methods in Public Administration (Econ. 213)	3 "
Graphic Statistics (Bus. Adm. 151)	2 "
Economic Statistics (Econ. 214) or Problems in Economic and Social Statistics (Econ. 216)	3 "
Public Administration Research (Govt. 310-311)	4 "
Advanced Statistical Methods for Business Management and Administration (Bus. Adm. 154-155)	6 "
Mechanized Control Systems in Business (Bus. Adm. 159)	2 "
Economic Problems—Domestic (Econ. 30)	3 "
Economic Problems—International (Econ. 31)	3 "
Economic Cycles (Econ. 208)	2 "
Government and Business (Govt. 121)	3 "

(See also Statistics, p. 21.)

IV—THE TEACHING OF COMMERCIAL SUBJECTS*

The groups given below are open only to those who show promise of becoming successful teachers. Admission into and continuation in these groups is contingent on the student's meeting standards set up by the Faculty as well as upon his meeting standards set up by the Committee on Student Personnel of the Department of Education.

Education Courses Prescribed for all Students Specializing in Commercial Teaching:

	recommended semester	
History of Culture and Education (Educ. 11)	(U.So. or L.Jr.)	4 "
Educational Psychology (Educ. 16)	(U.So. or L.Jr.)	3 "
Principles of Education (Educ. 21)	(L.Jr. or U.Jr.)	3 "
Secondary School Teaching (Educ. 61)	(U.Jr.)	2 "
The Teaching of a Secondary School Subject (Educ. 62)	(L.Sr.)	2 "
Observation and Practice Teaching in Secondary Schools (Educ. 162) (no credit toward B.B.A.)	(U.Sr.)	0 "
Total		14 "

Education 61, 62, and 162 are open only to students whose applications have been approved by the Committee on Student Personnel of the Education Department. Candidates for these courses must pass the qualifying examinations in written and spoken English and must meet the standards in such respects as scholarship, personality traits, and health. The written English qualifying test is held the third Saturday evening in October and the first Saturday evening in March. Oral examinations are given by appointment. Students are urged to take both qualifying tests as early in their college course as possible.

Students who plan to elect any of the courses mentioned in the preceding paragraph must file a special application blank with the Committee on Student Personnel of the Education Department by March 1 or October 1 for permission to take the course during the fall or the spring semester, respectively. For fur-

* The relation between degree requirements and teacher certification is explained on pages 25 and 26.

ther information concerning these applications and the conditions governing the admission to these courses students are invited to come to the office of the Committee on Personnel, room 1109, 23rd Street Building.

Candidates must select one of the following specialization groups:

A. ACCOUNTING AND BUSINESS PRACTICE

	recommended semester	
Education courses prescribed for all students		14 credits
Office and Secretarial Practice (Accty. 153)	(U.Jr.)	3 "
Advanced Accounting—Corporation (Accty. 201)	(L.Jr.)	3 "
Advanced Accounting—Corporation (Accty. 202)	(U.Jr.)	3 "
Principles of Cost Accounting (Accty. 210)	(L.Jr.)	2 "
Principles of Auditing (Accty. 220)	(L.Sr.)	2 "
Methods of Teaching Office Practice and Office Machines (Educ. 385)	(U.Sr.)	1 "
The Law of Business Organization (Law 102)	(L.Jr.)	3 "
The Law of Negotiable Instruments (Law 103) or The Law of Mercantile Transactions (Law 104)	(L.Sr.)	2 "
Arithmetic Analysis (Math. 216)	(L.Jr.)	0 "
Total		33 credits

B. MERCHANDISING AND SALESMANSHIP

	recommended semester	
Education courses prescribed for all students		14 credits
Introduction to Industrial Design (Art 101)	(L.Jr.)	1 "
Essentials of Advertising (Bus. Adm. 120)	(L.Sr.)	3 "
Essentials of Marketing (Bus. Adm. 110)	(L.Jr.)	3 "
Standards of Materials (Chem. 115b)	(L.Sr.)	2 "
Elements of Retailing (Bus. Adm. 130)	(U.Jr.)	2 "
Retail Salesmanship (Bus. Adm. 133)	(L.Sr.)	2 "
Essentials of Retail Merchandising (Bus. Adm. 135)	(U.Sr.)	2 "
Business English (Engl. 106)	(U.Jr.)	2 "
The Law of Business Organization (Law 102)	(L.Jr.)	3 "
Arithmetic Analysis (Math. 216)	(L.Jr.)	0 "
Materials of Merchandising —Textile Materials (Bus. Adm. 131)	(U.Jr.)	2 "
Materials of Merchandising—Non-Textile Materials (Bus. Adm. 132)	(UJr.)	1 "
Total		37 credits

C. STENOGRAPHY AND TYPEWRITING

	recommended semester	
Education courses prescribed for all students		14 credits
Office and Secretarial Practice (Accty. 153)	(U.Jr.)	3 "
Business English (Engl. 106)	(U.Jr.)	2 "
Problems in Office Management (Bus. Adm. 201)	(U.Jr.)	3 "
Problems in General Business Management (Bus. Adm. 202)	(L.Sr.)	3 "
The Law of Business Organization (Law 102)	(L.So.)	3 "
Arithmetic Analysis (Math. 216)	(L.Sr.)	0 "
Intermediate Stenography (Steno. 403)	(U.Jr.)	0 "
Intermediate Typewriting (Steno. 404)	(U.Jr.)	0 "
Advanced Stenography (Steno. 405)	(L.Sr.)	3 "
Advanced Typewriting (Steno. 406)	(L.Sr.)	0 "
High Speed Stenography (Steno. 407)	(U.Sr.)	3 "
Total		34 credits

Teachers of commercial subjects in the New York City High Schools must hold a license in (1) Accounting and Business Practice, *or* (2) Merchandising and Salesmanship, *or* (3) Stenography and Typewriting.

The completion of the appropriate specialization group meets all professional and subject matter requirements for the substitute license as well as for the teacher-in-training license in the appropriate field and all professional and subject matter course requirements for the regular license except for the 15 semester hours of post-graduate work required.

New York State offers State licenses in: (1) Accounting, (2) Merchandising

and Salesmanship, (3) Stenography and Typewriting, and (4) General Commercial.

The completion of the appropriate specialization group meets all professional and subject matter requirements for the first three of the licenses listed above. The greatest demand for commercial teachers outside of the very largest cities is for teachers holding the General Commercial License.

Students who complete the teacher-training specialization group in stenography and typewriting meet the present requirements for the New York State General commercial license except for two credits in accountancy (unless they have had a year of high school bookkeeping). Students who complete the teacher-training specialization group in accounting and business practice may qualify for this license by taking two semester hours of typewriting and six semester hours of shorthand beyond the elementary course in each. Students who complete the teacher-training specialization group in merchandising and salesmanship may qualify for this license by taking two semester hours of typewriting, six semester hours of shorthand (beyond the elementary course in each), Accountancy 153, and two other credits in accountancy (unless they have had a year of high school bookkeeping).

It should be noted that in the State of New York outside of New York City few schools teach the Pitman shorthand system. Virtually all schools outside of New York City that offer shorthand teach only the Gregg system.

The student is urged to become acquainted with the requirements and standards set by the Board of Education of New York City for the various licenses in the commercial subjects. With regard to pupil teacher and teacher-in-training licenses attention is directed to the ruling of the Board of Examiners limiting these licenses to persons between the ages of 18 and 30.

D. OPTIONAL ELECTIVE COURSES

The total credits for a baccalaureate degree shall be one hundred and twenty-eight, and the credits beyond those accounted for in the preceding groups needed to make up this amount may be acquired by the completion of courses to be freely elected from the entire list offered in the College.

OUTSIDE BUSINESS EXPERIENCE

Candidates for the degree of Bachelor of Business Administration may earn not more than eight credits toward the degree by actual business experience. The Faculty Committee on Evaluation of Business Experience will pass on the nature and scope of the work for which credit is to be awarded. In general, it should be concurrent with registration in the college and must have required initiative and judgment; it should also be related to the student's chosen field of specialization. Credit will not be given for mere routine service in a commercial house. A student expecting to offer business experience for credit toward the degree of Bachelor of Business Administration shall file with the Committee on Evaluation of Business Experience a complete record, with supporting evidence, not later than January 15th in the fall term or May 15th in the spring term.

PRE-PROFESSIONAL COURSES

The curriculum of the School of Business and Civic Administration leading to the degree of Bachelor of Business Administration is accepted by the University of the State of New York as complying with the requirements for the baccalaureate degree. This curriculum is organized in the same general way as the Liberal Arts course of study into a prescribed and elective portion. The work taken during the freshman and sophomore years parallels closely that taken by a Liberal Arts student, except that the Business candidate includes one year of Accountancy and additional work in Economics. Only during the junior and senior years does the B.B.A. candidate specialize in some phase of business, and even during these two years the student is afforded the opportunity to take elec-

tives in Liberal Arts subjects. In view of the broad cultural base required of its students and the opportunity afforded them for liberal elective subjects, the work of the School of Business is accepted on a par with the curriculum of Liberal Arts as a preliminary to the study of Law.

The minimum requirement for admission to a law school is two years of college work, based upon an approved high school course. The State Department of Education suggests the following group of courses to meet the pre-law requirement: two years of college English, including composition and literature; 3 to 4 hours of public speaking; a year's course, totaling 6 to 8 hours, of American government and political science; an additional year of social science other than history, economics or government (such as philosophy, psychology, sociology); and one year of either natural sciences, foreign language, or mathematics. In addition to this core requirement, which should total from 40 to 48 hours of college work, the student should complete whatever additional work is required to bring his total of semester hours to 64. These additional semester hours may be taken in elective courses to be chosen from among the following: history and social sciences; introductory law; introductory accounting; introductory business courses.

It should be noted that the requirements set forth above are in all cases minima; many professional schools now require more than the minimum. Students should consult with the professional schools directly for further information.

SCHOLASTIC STANDING

The application of the following regulations to individual cases is entrusted in the first instance to the Assistant Registrar, power of review being vested in the Faculty Committee on Course and Standing, of which the Assistant Registrar is Secretary.

RATINGS FOR ACADEMIC WORK

The result of a student's work in every course, whether prescribed or elective, is expressed by a single final grade indicated by one of the five letters, A, B, C, D, or F, corresponding, respectively, to percentages in the nineties, eighties, seventies, sixties, and those below sixty. A signifies exceptional excellence; B very good work; C fairly good work of the ordinary type; D merely a passing mark; F a failure. In the case of students concerning whose failure there is some doubt which may be resolved by a second examination, the grade E may be assigned, indicating a conditional grade, to be removed by examination.

A student receiving the grade F in a prescribed course shall repeat that course.

A student who receives the grade E in any course is conditioned in that course but is not thereby precluded from continuing his work in the department. However, in case a student is dropped from the rolls of the college for poor scholarship, all of his conditions for that particular term are regarded as failures.

A condition may be removed by satisfactory work or by re-examination, as follows:

(a) If the course in which the condition is incurred be announced as prerequisite to a subsequent course in the same department, the student shall be allowed to pursue the subsequent course; and, if his work in the latter be satisfactory, the department may, at the time set for the re-examination, assign him the grade D in the prerequisite course, without requiring him to pass the re-examination.

(b) Otherwise a student may remove his condition or conditions at the re-examinations. Conditions so removed shall receive a grade of D.

(c) A student who fails to pass the re-examination set for the removal of a particular condition shall have no further opportunity to remove it and shall receive the grade of F for the course.

Examinations for the removal of conditions must be taken before the end of the succeeding semester on dates fixed by the Registrar.

A student who is absent from the final examination (whether oral or written) in any course, receives the grade F for the course. A special examination in such case may be granted only by the Faculty Committee on Course and Standing, and will be granted by that committee only upon the submission of written evidence showing that the student was physically unable to be present at the stated examination.

SCHOLARSHIP REQUIREMENTS

A student whose record at the close of the term is exceedingly poor, whether because of his failure to pass 60% of his credits, or because of three successive failures in one course, or because of failure to meet probationary terms imposed, may without preliminary warning be dismissed from the School.

A student may be dropped from the rolls of the college if he acquires more than twelve points below a C average in his freshman year, or more than six points below a C average in his sophomore year, or fails to maintain a C average in the junior year. In addition, any senior whose cumulative record is below C may, at the discretion of the Committee on Course and Standing, be required to meet any scholastic achievement stipulated by the Committee. However, no student will be required to raise his standing above a C average for his entire cumulative record.

A student's relation to a C average is to be determined by the following rating scale: Each credit of A = 2 points plus, of B = 1 point plus, C = 0, each credit of D = 1 point minus, of F = 2 points minus. An unresolved E is to be counted as an F.

A student whose record at the close of the first half of a term in any course or courses is exceedingly poor, may without preliminary warning be dropped from the roll in such course or courses.

Credit given in English and in Public Speaking is subject to the following regulation:

> Any department of the College which finds a student deficient in written or spoken English is required to report that fact to the Department of English Language and Literature or to the Department of Public Speaking, as the case may require, and the student so reported shall be required to submit to such tests and to pursue such subjects or courses of study as shall satisfy the department which shall have reported the deficiency that the same has been removed. Failure to attend and to fulfill the regular assignments for removing the deficiency may result in dismissal from the college.

A student who receives a grade of "incomplete" in Hygiene because of a swimming deficiency will be allowed one semester in which to remove the deficiency, and if at the end of the semester it is not removed, the student will be refused further registration until he has complied with the requirement in swimming.

STUDENT PROGRAM LOAD

(a) DAY SESSION

The normal number of credits per term in the Day Session is 16. Permission to take more than 16 credits, but less than 17½ is granted only to students whose records are C+ or higher.

No student in the School is permitted to take more than 17½ credits during any term unless he has had during the preceding term an average grade of B and has not fallen below C in any subject; and such a student is not allowed to take more than 17½ credits except by permission of the Committee on Course and Standing.

Students whose average grade for any term is distinctly below C, but not so low as to justify dismissal, are permitted to register during the succeeding term for a schedule of not more than 12½ credits.

Entering freshmen are required to attend a weekly assembly, lasting one hour. The purpose of these assemblies is to familiarize the new students with the traditions and activities of the School and, also to give them the benefit of faculty guidance during their first, and in some respects most difficult, year.

(b) EVENING SESSION

The maximum program load that may be carried by a first term undergraduate student in the Evening Session is six credits. In subsequent terms the maximum number of credits allowed is nine.

Students whose average for any term is distinctly below C, but not so low as to justify dismissal, are limited to reduced schedules for the succeeding term.

Entering freshmen may be required to attend assemblies not exceeding one per week for one term for purposes similar to those described above for the day session students.

(c) COMBINED PROGRAMS

A day session student is permitted to carry part of his work in the Evening Session provided the total number of credits does not exceed the number allowed in the Day Session (see page 28). Such a student will not be permitted to enroll for his evening courses until the Evening Session students have been provided for in such courses.

A matriculated evening session student is permitted to carry a maximum of 12 credits divided between the Day and Evening Sessions, provided he secures permission therefor from the Evening Session office prior to registration. Such a permit will not be honored in the Day Session office until all Day Session students have been provided for.

(d) TRANSFERS

A day session student may be transferred to the Evening Session at the beginning of the semester provided he obtains permission therefor prior to the registration period.

A matriculated evening session student is eligible to transfer to the Day Session provided he makes application at the time designated therefor.

(e) RE-ENTERING STUDENTS

A student who has not been in continuous residence and who returns to College after an interval of absence of one term or more, may be required to meet all curriculum requirements in effect at the time of his return, subject to the action of the Committee on Course and Standing.

CLASS ENROLLMENT

In the Day Session, each student is regarded as enrolled in one of eight classes, according to the number of credits he has earned, as follows:

For	Upper Freshman	12 credits
"	Lower Sophomore	28 "
"	Upper Sophomore	45 "
"	Lower Junior	61 "
"	Upper Junior	78 "
"	Lower Senior	94 "
"	Upper Senior	111 "

No student, however, shall be enrolled as a sophomore until he has removed all entrance conditions, and any student who is at any time carrying a sufficient number of credits to complete the total required for graduation shall be registered as an upper senior.

HONORS

Second Year Honors. At the close of the second year there shall be three grades of honors:

Highest second year honors shall be given for the grade A in prescribed courses counting at least 50 credits, with the remaining grades B.

High second year honors shall be given for the grade A in prescribed courses counting at least 30 credits, with the remaining grades B.

Honors shall be given for the grades A and B in prescribed courses counting at least 55 credits.

Graduation Honors. At graduation three grades of honors shall be granted as follows to students receiving baccalaureate degrees:

A degree *summa cum laude* to students who have received the grade A in 85 per cent of their credits, with no grade below C.

A degree *magna cum laude* to students who have received the grade A in 60 per cent of their credits, with no grade below D.

A degree *cum laude* to students who have received an average grade of B in all their courses.

HONOR SOCIETIES

Beta Gamma Sigma is the officially designated national honorary fraternity of the American Association of Collegiate Schools of Business. Epsilon of New York, the chapter of the School of Business and Civic Administration of The City College, was installed in the national fraternity in 1935. The local organization operates as a chapter of a national society with over ten thousand members in forty-nine chapters. Election to membership is recognized as the highest academic honor conferred on students of business in American colleges and universities. Superior scholarship, integrity of character, and promise of professional development are requisite factors for election.

Sigma Alpha, undergraduate honorary society, accepts into membership such persons in the junior class of the Day Session as have distinguished themselves by high scholastic attainment and participation in extra-curricular activities. This organization is a medium for the expression and execution of constructive proposals for the benefit of the student body and the School.

Torch and Scroll is the honorary scholastic society of the Evening Session. The minimum requirements include the completion of at least 65 credits with a general average of 85%.

THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION

ADMISSION

Candidates for the degree of Master of Business Administration must hold the degree of B.B.A., A.B., B.S., B.S. in S.S., or other equivalent baccalaureate

degree from a college of approved standing. A candidate who holds a baccalaureate degree in a field other than business administration, shall in addition be required to pursue a preliminary course of study which shall contain the basic courses or their equivalent, for the B.B.A. degree. These basic courses are the following:

Principles of Accounting—Accty. 101-102	6 credits
Principles of Economics—Econ. 1	3 "
Principles of Statistics—Econ. 15	3 "
Principles of Finance—Econ. 20	3 "
Principles of Business Organization—Bus. Adm. 103	3 "
The Law of Business Contracts—Law 101	3 "
Mathematics of Finance—Math. 152	3 "

A candidate who has taken, in his undergraduate work, any of these courses (or the equivalent) shall not be required to repeat such courses. In addition, the M.B.A. Committee may make such changes in the list of basic courses as it deems appropriate to: A. the candidate's specialization group, B. his general educational background, or C. his experience in business or public administration.

COURSE OF STUDY

In addition to meeting these preliminary requirements, the candidate must complete, in residence at this School, at least 32 credits of graduate studies under a program submitted by the student and approved by the Faculty M.B.A. Committee. Four of these credits may be granted for the Master's thesis.

No choice of program is valid until approved by the Faculty M.B.A. Committee. The entire program submitted must be directed toward a definite objective in the field of business. In general, a candidate will specialize in one of the three following fields, or their sub-divisions:

Accountancy
Business Administration
Civic Administration

The specialization groups approved by the Faculty Committee on Specialization as part of the course of study leading to the B.B.A. (pages 15-26) may contain helpful suggestions to the M.B.A. candidate in constructing a proposed program of study. Courses in Education may not be included in the program of studies for the M.B.A. degree.

A candidate for the M.B.A. degree must prepare a thesis under faculty guidance upon a topic approved by the M.B.A. Committee, and in a form prescribed by the Committee.

A "C" average must be maintained in all subjects passed and included in the 32 credit specialization group. In addition the M.B.A. Committee may fix additional scholarship requirements for any course.

A graduate student must pay an instructional fee of $5.00 a credit. (See page 6 regarding non-instructional fees.)

Applications for M.B.A. courses must be filed with the Registrar's office, 17 Lexington Avenue, Room 2, on or before November 15th and March 15th.

SPECIAL NOTICE REGARDING C.P.A. CANDIDATES

The State Education Department at Albany has registered the four-year course of study leading to the degree of B.B.A., accounting specialization. The Department has decided that a graduate of this course will be entitled to two years of experience credit toward admission to the C.P.A. licensing examination provided that he complete during his course *at least* 24 semester hours in accountancy, 8 semester hours each in finance and law and 6 semester hours in economics.

The School of Business and Civic Administration requires the credits in Finance to be earned in the following courses (total 8 credits):

Economics 20—*Principles of Finance*	3 credits
Mathematics 152—*Mathematics of Finance*	3 "
Accountancy 260—*Analysis of Financial Statements*	2 "
Total	8 credits

The elective courses Accountancy 262 and 263 are also credited by the State Education Department as finance courses and not as accounting courses.

The School of Business and Civic Administration requires the credits in Law to be earned in the following courses (total 8 credits):

Law 101—*Law of Business Contracts*	3 credits
Law 102—*Law of Business Organization*	3 "
Law 103—*Law of Negotiable Instruments and Documents* or Law 104—*Law of Mercantile Transactions*	2 "
Total	8 credits

DIPLOMAS

Candidates for diplomas are permitted to take courses in the Evening Session only.

For the courses leading to **Diplomas** a student may become a candidate either by meeting the admission requirements for the curriculum leading to the degree of Bachelor of Business Administration, or by presenting evidence of graduation from a four-year course of study in a commercial high school.

Candidates for diplomas are required to pay instructional fees for all courses, amounting to $5.00 a credit.

For a number of years the College has granted in the Evening Session a Diploma in Accountancy to qualified students who complete not less than 1,000 hours in this subject. Similarly, diplomas are offered in the fields of Advertising, Management, Finance, International Business, Investments, Marketing and Real Estate. For information concerning the courses of study in these fields inquiry may be made at the Evening Session Office of the School of Business.

Following are the courses required for the Diploma in Accountancy:

Basic Courses.

Accountancy 101-102—Principles of Accounting	128 hours
Economics 1—Principles of Economics	48 "
Economics 2—American Economic Development	48 "
Economics 20—Principles of Finance	48 "
English 1-2—Composition	64 "
Law 101, 103, 104	112 "
Mathematics 152—Mathematics of Finance	48 "
Public Speaking 1—Vocal Expression	32 "
Public Speaking 3—Fundamentals of Speech	32 "
Public Speaking 4—Extemporaneous Speaking	32 "
	592 hours

Group Specialization.

Accountancy 201-202—Advanced Accounting, Corporation Accounting	128 hours
Accountancy 210—Principles of Cost Accounting	32 "
Accountancy 211—Advanced Cost Accounting	32 "
Accountancy 220—Principles of Auditing	32 "
Accountancy 221—Advanced Auditing	32 "
Accountancy 230—Accounting Systems, *or* Accountancy 245—Municipal Accounting, *or* Accountancy 250—Estate Accounting	32 "
Accountancy 260—Analysis of Financial Statements	32 "
Accountancy 271-272—Advanced Accounting Problems	64 "
Law 102—The Law of Business Organization	48 "
	432 hours

NON-MATRICULATED STUDENTS

Persons who are not candidates for a degree may be enrolled in the College as non-matriculated students and admitted to particular courses which they desire, under certain limitations of the privilege.

In the Day Session of the College such students must be at least twenty-one years of age, and must give satisfactory evidence to the heads of the departments in which they wish to study that they are fully equipped to pursue the work of the courses chosen. Furthermore, such students are not permitted to register until after the regularly matriculated students have been accommodated.

Non-matriculated students are charged tuition fees at the rate of $5.00 per credit.

Non-matriculated Students in the Evening Session. Any mature resident of the City of New York, of either sex, who can profit by the work, may be admitted to particular courses in the Evening Session as a non-matriculated student, upon the payment of the required fees, and may receive certificates of work in particular courses. Non-residents may be admitted under certain conditions.

THE NUMBERING SCHEME FOR COURSES

Courses numbered from 1 to 99 are courses offered by the College of Liberal Arts and Science. Those numbered 100 or higher are offered by the Schools of Technology, Business and Civic Administration, and Education. The following courses numbered over 100 offered by the School of Business and Civic Administration may be credited toward degrees in the College of Liberal Arts and Science:

Students pursuing courses leading to degrees in arts, science or social science may elect the following courses offered at the School of Business: Accountancy 101, 102, 201, 202, 210, 220; Business Administration 103, 140, 180, 240; Economics 105, 208, 214, 215, 220, 225; Government 121; Law 100, 101, 102, 103, 104.

More detailed information regarding courses numbered from 1 to 99 is obtainable in the bulletin of the College of Liberal Arts and Science.

DEPARTMENTS OF INSTRUCTION

The hours at which the following courses are given are to be found in the schedules issued each semester by the Registrar's Office (for the Day Session) and by the Office of the Evening Session.

ACCOUNTANCY

PROFESSOR HARRY L. KUNTZLEMAN, *Chairman*

The fundamental courses in accountancy are designed not only as a basis for the advanced courses, but also for those students who do not intend to specialize in this field. The objectives of these courses are to present business problems of universal interest, to study the principles of accounting and especially the accounting records necessary to the solution of these problems.

In the advanced courses in accountancy the details of various systems of accounts are developed and the procedures of audits and the responsibilities of auditors are covered. The objectives of these courses are to prepare the student to occupy the position of accountant or of auditor, and also to give the student a thorough knowledge of the accounting aspects of business administration.

101-102. Principles of Accounting. Opening, maintaining and closing

books; preparation of simple financial statements of a single proprietor, partnership, and corporation.

Co-requisite: Economics 1. Two terms, four hours a week; 3 credits each term. Credit is not allowed for course 101 alone.

153. Office and Secretarial Practice. A study of the organization and administration of the work in offices, the care of records, office machines and equipment, office communication, filing, telephoning, proofreading and mailing, office standards and the measurement of office work. This course is basic for qualified candidates training for teaching commercial subjects but is not accepted by the State Board of C.P.A. Examiners as part of the required 24 credits in accounting.

Prerequisites: Accountancy 102; also Stenography 402, or an acceptable knowledge of typewriting. Six hours a week; 3 credits.

***154. Office Machines and Filing.** A laboratory practice course offering specialized training in the use of dictating equipment, methods of duplication, applied filing practice.

Prerequisite: Accountancy 153. Four hours a week; 2 credits.

***155. Executive Secretarial Training.** Designed to afford secretarial students a broader knowledge and training in the duties customarily performed by the private secretary: managing of appointments and office callers, business reference books, preparation of reports, duties in connection with corporate meetings, accounting records, correspondence, telephoning and telegraphing.

Prerequisite: Accountancy 153. Two hours a week; 2 credits.

201-202. Advanced Accounting. Corporation Accounting. Discussion of nature and use of accounts and statements peculiar to a corporation. Financing a Corporation. Valuation of bonds and investments. Agencies and branches. Consolidated balance sheets and profit and loss statements.

Prerequisites: Economics 1, Accountancy 102. Co-requisite for Accountancy 201: Mathematics 152. Two terms, four hours a week; 3 credits each term.

210. Principles of Cost Accounting. Principles of cost accounting applicable to the Job Order type of industry. Ledgers, journals, and statements for a manufacturing concern. Material, labor and manufacturing expense control and accounting. A job order cost set is worked out.

Prerequisites: Accountancy 101-102. Two hours a week; 2 credits.

211. Advanced Principles of Cost Accounting. Principles and practices applied to Process Costs, Standard Costs, Estimated Costs, Distribution Costs, Uniform Cost Accounting, Non-manufacturing Costs, Cost Reports. Process Cost and Standard Cost sets are worked out.

Prerequisite: Accountancy 210. Two hours a week; 2 credits.

212. Advanced Cost Accounting Systems. Systems and cost accounting principles peculiar to certain selected industries. Use of cost accounting as a basis for fixing prices and governmental regulations.

Prerequisite: Accountancy 211. Two hours a week; 2 credits.

220. Principles of Auditing. Instruction in customs and ethics of the accounting profession, the working methods of the auditor and the form and content of auditors' reports. A detailed study will be made of the procedure necessary in a balance sheet audit.

Prerequisite: Accountancy 202. Two hours a week; 2 credits.

221. Advanced Auditing. Application of general principles of auditing to specific cases. Practice on auditing and relevant C.P.A. examination questions.

Prerequisite: Accountancy 220. Two hours a week; 2 credits.

* Subject to the approval of the Board of Higher Education.

222. Auditing Practice (Laboratory). Sets of books which have been used by firms in actual business will constitute the working material. After investigating these sets of books students will be required to render auditing reports, bankruptcy statements, and various financial and statistical reports.
Prerequisite: Accountancy 220. Two hours a week; 1 credit.

230. Accounting Systems. The principles underlying the establishment of complete accounting and office systems. Applications of such principles to typical business organizations.
Prerequisites: Accountancy 201, 210. Two hours a week; 2 credits.

235-236. Essentials of Savings, Building and Loan Practice. The essential operations of the business accumulation of savings, mortgage practice, accounting practices (pen and ink and machine systems), financial operations, and State laws and regulations. Accounting technique and savings, building and loan bookkeeping and accounting practices will be covered.

Candidates for the course must obtain the written permission of the Department before registering for the course.
Prerequisites: Accountancy 220, 230 and Mathematics 152. Two terms, two hours class work, two hours field work a week; two credits each term.

245. Municipal Accounting. Accounting for funds in general will be treated and exemplified by practical problems, with special attention to municipal records and statements.
Prerequisite: Accountancy 201. Two hours a week; 2 credits.

250. Estate Accounting. Accounting procedure and reports for decedents' estates and testamentary trusts and special problems incidental thereto.
Prerequisite: Accountancy 202. Two hours a week; 2 credits.

251. Estate Taxation and Advanced Estate Accounting Problems. Inheritance (succession) taxation: Federal and New York State Estate Taxes. Income taxation: Federal and New York State. Advanced estate accounting problems of current interest.
Prerequisite: Accountancy 250. Two hours a week; 2 credits.

255. Budget Accounting. Plans for devising, installing, and operating budget systems—including budgets for sales, purchasing, selling, administrative and manufacturing expenses, labor, production and finance. Estimated financial statements compared with actual results.
Prerequisite: Accountancy 201. Two hours a week, 2 credits.

260. Analysis of Financial Statements. An exposition of the technique of financial statement measurement as a basis for interpretation of financial condition. Problems and case studies.
Prerequisite: Accountancy 201. Two hours a week; 2 credits.

262. Federal and New York State Income Taxes. The laws and their interpretations and applications as determined by the Constitution, Board of Tax Appeals and court decisions. The application of tax knowledge to the solution of graded problems and laboratory practice.
Prerequisites: Accountancy 101-102. Four hours a week; 3 credits.

263. Business Taxes. A course designed to give a working knowledge of various types of taxes levied upon business by Federal, State and local governments.
Prerequisite: Accountancy 220 or the written permission of the department. Two hours a week; 2 credits.

265. Financial and Operating Statements of Typical Industries. Contemporary practice in financial statement presentation. Case studies in selected industries.
Prerequisite: Accountancy 260. Two hours a week; 2 credits.

271-272. Advanced Accounting Problems. Application of accounting principles to solution of advanced problems taken from actual business situations and professional examinations.
Prerequisites: Accountancy 202, 210; 220 (for Accty. 272 only). Two terms, two hours a week; 2 credits each term.

310-311. Accountancy Research. The student selects a special field of accounting for research under faculty guidance. First semester: Lecture sections on accounting research technique and bibliography, preparation of bibliography and outline of research. Second semester: Student will prepare an extended report on results of research, followed by discussion and criticism.

Two terms; 4 credits. Hours and schedule to be arranged. 310 may be taken without 311.

390. The Excess Profits Tax and Other Special Income Tax Problems. Federal Income Tax problems of corporations with special emphasis on excess profits tax. Corporation normal tax, surtax, capital stock tax and declared value excess profits taxes, special surtaxes on personal holding companies and corporations improperly accumulating surplus. This course is offered primarily for graduate students and for qualified students who desire it without credit. B.B.A. students may take it for credit only with the written permission of the Chairman of the Department of Accountancy.

Prerequisites: Accty. 262 and 271. Two hours a week; 2 credits.

391. Reorganizations from the Income Tax Standpoint. Definition of a tax-free reorganization under the Internal Revenue Act: Federal income tax problems growing out of all types of corporate reorganizations (mergers, consolidations, split-ups, liquidations of subsidiaries, etc.). This course is offered primarily for graduate students and for qualified students who desire to take it without credit. B.B.A. students may take it for credit only with the written permission of the Chairman of the Department of Accounancy.

Prerequisites: Accty. 262 and 271. Two hours a week; 2 credits.

401. Elementary Stenography (Pitman). An intensive presentation of the basic theory of shorthand.

Four hours a week; no credit. Fee $20, except when taken by qualified candidates training for teaching commercial subjects.

402. Elementary Typewriting. An intensive course in the elements of touch typewriting.

Four hours a week; no credit. Fee $20, except when taken by qualified candidates training for teaching commercial subjects.

403. Intermediate Stenography (Pitman). A general review of the principles; dictation practice, with the aim of developing a speed of 70-80 words per minute.

Prerequisite: Stenography 401; or one year of high school stenography, five periods per week. Four hours a week; no credit. Fee $15, except when taken by qualified candidates training for teaching commercial subjects.

404. Intermediate Typewriting. Speed development; letter work and tabulation.

Prerequisite: Stenography 402; one year of high school typewriting; five periods per week. Four hours a week; no credit. Fee $10, except when taken by qualified candidates training for teaching commercial subjects.

405. Advanced Stenography (Pitman). Dictation practice with the aim of developing the student's ability to write 90-100 words per minute in correlation with actual transcription on the typewriter.

Prerequisites: Stenography 403 and 404; or first and second year of high school stenography plus a minimum typewriting speed of 30 words per minute. Four hours a week; 3 credits. Fee $15, except when taken by qualified candidates training for teaching commercial subjects.

406. Advanced Typewriting. This course will correlate closely with Stenography 405 and 407, with special emphasis on transcription problems.

Prerequisites: Stenography 403 and 404; or three terms of high school typewriting plus one year of high school stenography. Four hours a week; no credit. Fee $10, except when taken by qualified candidates training for teaching commercial subjects.

407. High Speed Stenography (Pitman and Gregg). Special emphasis on speed in shorthand writing and transcription. Dictation practice with the aim of developing a speed of 110-120 words per minute.

Prerequisite: Stenography 403, 404 and 405 in Pitman shorthand, or the equivalent in Gregg. Four hours a week; 3 credits. Fee $15, except when taken by qualified candidates training for teaching commercial subjects.

411. Elementary Stenography (Gregg). An intensive presentation of the basic theory of shorthand.

Four hours a week; no credit. Fee $20, except when taken by qualified candidates training for teaching commercial subjects.

413. Intermediate Stenography (Gregg). A general review of the principles; dictation practice, with the aim of developing a speed of 70-80 words per minute.

Prerequisite: Stenography 411; or one year of high school stenography, five periods per week. Four hours a week; no credit. Fee $15, except when taken by qualified candidates training for teaching commercial subjects.

415. Advanced Stenography (Gregg). Dictation practice with the aim of developing the student's ability to write 90-100 words per minute in correlation with actual transcription on the typewriter.

Prerequisites: Stenography 413 and 404; or first and second year of high school stenography plus a minimum typewriting speed of 30 words per minute. Four hours a week; 3 credits. Fee $15, except when taken by qualified candidates training for teaching commercial subjects.

423. Intermediate Pitman Stenography (Spanish). A general review of the principles of Pitman shorthand conducted in the Spanish language. Dictation practice with the aim of developing a speed of 70-80 words per minute.

Prerequisites: Stenography 401 or one year of high school Pitman stenography, five periods per week; Spanish 1, 2, 3 and 4, or their equivalents. Four hours per week; no credit. Fee $15 except when taken by students specializing in Foreign Trade.

The following courses may be offered in the future, depending upon the demands of business or the requests of students: 225, Accounting Requirements of the S.E.C. for the preparation of financial statements by Independent Public Accountants; 231, Brokerage Accounting; 232, Construction Accounting (Contractors' Accounting); 233, Commercial Bank Accounting; 240, Public Utility Accounting; 241, Public Utilities Accounting and Regulations; 246-247, Municipal Accounting in the City of New York—I and II; 261, Advanced Analysis of Financial Statements; 281, Principles of Accounting for Lawyers.

ART

PROFESSOR LOUIS WEINBERG, *Sub-chairman*

The art courses aim to train students in the techniques and appreciations which they will need in their business careers; also to develop in the students an understanding of the interrelations between creative art, industry and the ideals of society.

A specialization group entitled Stylist and Buyer offers a selection of Art and Business Administration courses which taken in combination will provide the basic training needed for a career as a buyer of all types of merchandise in which design, style and fashion play an important part. (See page 21). Students planning to major in this group specialization are urged to confer with the chairman of the Business Administration Department and the sub-chairman of the Art Department as early in their college career as possible for advice and guidance.

1. Art Appreciation. This course traces in survey fashion the art of historic periods. The emphasis, however, is not on erudition, but rather on the appreciation of art and industrial forms, past and present, considered both as design and as expression of the spirit and ideals of the artist-designer, and of the age in which he lived.

Two hours a week; 1 credit.

11. Art History and Principles. History of the minor arts in the field of textiles and non-textiles, as expressions of period style. Students of merchandise acquire a knowledge of the evolution of traditional forms in such fields as china, glass, silk, rugs, wood, furniture, etc.

Three hours a week; 2 credits.

12. Art History and Principles. A continuation of Art 11.

Three hours a week; 2 credits.

18. Modern Art. Contemporary trend in design, style and fashion in a wide variety of present day consumer goods.
Two hours a week; 1½ credits.

19. Modern Art. A continuation of Art 18.
Two hours a week; 1½ credits.

21-22. Art and Craft of Drawing. Fundamental training in drawing which will be useful as a tool skill in advertising layout, interior decoration, costume design, graphic statistics and business management. Students will learn how to draw from still life and from the living model and will be trained in a variety of media and techniques.
Two terms; four hours a week; 2 credits each term.

31. Design in the Graphic Arts. Students of advertising and marketing will acquire a working acquaintance with a group of techniques essential to their business careers: skill and good taste in lettering, in typographic expression, in sketching, and in effective composition of the various elements in a printed message. Typical printing art probelms in advertising layout will be studied.
Co-requisite: Bus. Adm. 125. Four hours a week; 2 credits.

32. Design in the Graphic Arts, Advanced. This is a continuation of Art 31.
Prerequisite: Art 31. Four hours a week; 2 credits.

34. Design, Special Fields.

34. I.D. Interior Decorating. Study of the principles of design in the home in regard to furniture, treatment of floors, walls, ceilings and accessories.
Four hours a week; 2 credits.

34. C.D. Costume Design. Principles of design in dress and accessories, and study of the factors of style and fashion in the contemporary trend.
Four hours a week; 2 credits.

34. M.R. Mechanical Reproduction of Graphic Design. Designing for reproduction of promotional art material through the practical application of typography printing and silk screen.
Four hours a week; 2 credits.

101. Introduction to Industrial Design. This course aims to present the elements of industrial design as applied either to the design of the merchandise itself, or to the design of merchandising aids, such as packaging, window display, etc.
Two hours a week; 1 credit.

BIOLOGY

PROFESSOR HERBERT RUCKES, *Sub-chairman*

In Biology the following objectives are of fundamental importance:

(1) To understand and use the basic principles of scientific method.

(2) To develop an appreciation of the scientific attitude of impartiality.

(3) To encourage in the student an intelligent and unbiased awareness of man's environment with particular reference to its biological aspects.

1-2. General Biology. To teach the fundamental principles underlying the whole science of Biology and to apply these principles to an appreciation of man's history and his present behavior as an organism; wherever possible, to correlate pure factual knowledge with the applied, economic phase of the science. For School of Business students the application of biological materials in industry and commerce is stressed.
Two terms; two lectures, one recitation and three hours laboratory a week. 3 credits each term. Laboratory fee: Biology 1, $4.00; Biology 2, $4.00.

BUSINESS ADMINISTRATION

PROFESSOR ARTHUR E. ALBRECHT, *Chairman*

The Department of Business Administration has recognized that during the war period it must reshape its courses to meet immediate needs. Because of the urgent need for an increased industrial production capacity, particular emphasis has been placed on management and statistics courses. It is felt that during this period it is imperative to train every man and woman in particular skills to enter production or professional positions; to train for administrative positions; to prepare for the post-war period. In the evening session, particular emphasis is placed on training for war emergency jobs, training for added responsibilities, and training women for the vast opportunities in new fields of business. Those desiring further information of courses of study may consult with departmental representatives at the Office (Room 1410). The courses offered are listed below under the following headings:

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INDUSTRIAL MANAGEMENT

Adviser: Professor Robert A. Love

103. Principles of Business Organization. A study of the basic objectives and the everyday problems of the business enterprise. Special emphasis is placed on the impact of the war on management problems. The functions performed in purchasing, production, selling, and extending credit. Financial, personnel and office management. Adaptation of the organization and its internal procedure to varied conditions to assure efficient operation.

Recitation and laboratory, four hours a week in the day session; three hours in the evening session; 3 credits.

104. Business Management Policies. Management from the executive and administrative point of view studied through selected cases. Policies involved in launching, location, type of ownership, product development, purchasing, production, standardization, channels of distribution, relations with government.

Prerequisite: Bus. Adm. 103. Three hours a week; 3 credits.

105. Personnel Administration. The main principles and practice of personnel administration as employed in progressive concerns. Selection procedures, job classification, foreman and employee training, and morale building methods.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits.

106. Industrial Relations. An applied course in the obligations of the employer to labor unions as expressed in Federal and State labor relations acts; the elements of a labor union contract which most closely affect management; methods of negotiation and of collective bargaining as affected by the war. The course is intended for anyone dealing with labor unions, whether as a supervisor, employer, or member of a government labor agency.

Prerequisite: Bus. Adm. 103. Three hours a week; 3 credits.

107. Purchasing and Materials Control. The organization and functions of the purchasing department and the significance of industrial purchasing. Materials control procedures and methods of coordinating purchasing with sales and production. Illustrative materials are drawn from industrial plants engaged in war production.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits.

108. Trade Association Technique.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits. (Not offered in 1943-1944.)

109. Traffic Management. Organization and functions of a traffic department; problems in shipping via rail, water, motor and air. The Interstate Commerce Commission regulations and other laws. Liability of carriers, duties and rights of shippers, rating, tracing, and expediting freight shipments. Shipping papers, claims, demurrage, transit privileges, diversion and reconsignment.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits.

201. Problems in Office Management. Problem analysis in office management. Emphasis is placed on office planning and control procedures. Case records and visits to offices.

Prerequisite: Bus. Adm. 103. Four hours a week; 3 credits.

202. Problems in General Business Management. Problem analysis in general business management. Emphasis is placed upon the effect of government war controls on administrative procedures. Laboratory problems in the use of business and war control services.

Prerequisite: Bus. Adm. 103. Four hours a week; 3 credits.

203. Public Relations.

Prerequisite: Bus. Adm. 103. Three hours a week; 3 credits. (Not offered in 1943-1944.)

204. Production Control. An examination of the methods employed by industrial corporations to control the operating performance and results of their various departments by routing, scheduling, dispatching, budgeting and other means. War production control methods are given special consideration.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits.

206. Inspection Methods for Production Management. Quality control in production operations, including inspection and testing of incoming purchases, goods in process, and finished goods. Inspection methods and techniques, their uses and relative advantages, and procedures for control of inspection operations.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits.

208. Materials and Equipment Handling and Control. Study of the problems encountered in the handling of the flow of materials, goods-in-process, and finished products within a production plant. Relation of location, building structure and layout to internal traffic flow; special methods and equipment for handling different types of materials.

Bus. Adm. 103. Two hours a week; 2 credits.

209. Advanced Traffic Management. Interpretation of the rules and regulations of motor and rail classifications; use of class and commodity tariffs. U. S. Customs House routine; coastwise, intercoastal and inland waterway systems. Procedure in filling out proper papers according to war regulations; procedure before state and federal commissions.

Bus. Adm. 109. Two hours a week; 2 credits.

304. Time and Motion Study. A study of methods of establishing standards of time and motion as a means by which job standardization and task setting may be effected. Topics include operation analysis, stop watch procedure, securing job data, fatigue factors, motion picture analysis, and time study work as a means of attaining high wages and low labor costs.

Prerequisite: Bus. Adm. 103. Three hours a week, one for laboratory work; 2 credits.

309. Executive Course.

Minimum of 6 credits, maximum of 12 credits. (Not offered in 1943-1944.)

MARKETING

Adviser: Professor Arthur E. Albrecht

110. Essentials of Marketing. The place of marketing in business. Marketing functions and their application in the distribution of various classes of commodities. Trade channels. Auctions and produce exchanges. Marketing activities of wholesalers and retailers, including department stores, specialty stores, chain and syndicate groups and mail order houses. Cooperative marketing. Price factors and policies. Effects of the war on marketing.

Three hours a week; 3 credits.

112. Essentials of Salesmanship. Fundamentals of selling, analyzing the product, buying motives, reserve arguments and development of the salesman's personality. Salesmanship as a factor in professional and other fields.

Prerequisite: Bus. Adm. 110. Co-requisite: Public Speaking 101. Two hours a week; 2 credits.

114. Sales Development Through Retailers. This course deals with the problems, policies and practices of manufacturers and middlemen who sell to retailers. The objective is to devise plans which will make retailers more efficient. Defining marketing policies; determining the guidance retailers need; coordination of merchandising and advertising of manufacturers and retailers; selection of dealer helps; education of salesmen in guiding retailers.

Prerequisite: Bus. Adm. 110. Two hours a week; 2 credits.

210. Sales Management. Problems of wholesale and retail sales management, relation of sales manager to other departments, selecting and training salesmen, assignment of territory, routing salespeople, methods of compensation, stimulating salesmen, planning sales literature and campaigns, salesmen's reports.
Prerequisite: Bus. Adm. 112, or sales experience approved by Department. Two hours a week; 2 credits.

212. Marketing Analysis. Determination of policies, methods and practices for the effective marketing of merchandise in the post-war period. Analysis of the market, products and marketing and advertising methods. Published data and company records. The use of the questionnaire, the interview, and statistical methods.
Prerequisite: Bus. Adm. 103 and 110. Three hours a week; 3 credits.

219. Advanced Marketing Policies. An examination of uneconomical and wasteful marketing practices with a view to suggesting possible remedies. Studies of current commercial practices and governmental war controls of distribution.
Prerequisite: Bus. Adm. 110 and 212. Two hours a week; 2 credits.

ADVERTISING

Adviser: Mr. David S. Mosesson

120. Essentials of Advertising. The place of advertising in marketing. The development of advertising, and its present-day organization. Product analysis, trade-marks, packaging and types of media. Organization and operation of the advertising agency. Sources of advertising data and information.
Three hours a week; 3 credits.

121. Advertising Production. The techniques of the printing arts as applied to advertising production, both for periodical publications and for direct mail. The development of typography; types and type selection; composition; illustrations and photo-engraving processes; selection of paper; the several printing processes, including letter-press, lithography and gravure; specifications and estimates.
Prerequisite: Bus. Adm. 120. Two hours a week; 2 credits.

123. Advertising Campaigns. The advertising campaign and advertising media; their comparative advantages and disadvantages and adaptability to various products and markets. Comparative evaluation of circulations and rates. Current sources of information. Advertising appropriations and schedules, testing, keying and checking.
Prerequisite: Bus. Adm. 120. Two hours a week; 2 credits.

124. Radio Broadcast Advertising.
Prerequisite: Bus. Adm. 120. Two hours a week; 2 credits. (Not offered in 1943-1944.)

125. Advertising Copy. A study of the nature and purpose of advertising copy; headlines; principles of construction; reason-why, human interest and descriptive copy; the proper choice of words; a consideration and comparison of sound copy styles. Reviewing and appraising current advertising. Copywriting assignments.
Prerequisite: Bus. Adm. 120. Co-requisite: Art 31. Two hours a week; 2 credits.

129. Business News Publicity. This course deals with the functions and activities of public relations counsellors, relation of publicity to advertising, types of publicity, development of good-will and molding of public opinion and the various publicity methods.
Prerequisite: Bus. Adm. 120. Two hours a week; 2 credits.

225. Advanced Advertising Copy. This course is intended to develop the creative faculty in writing copy adapted to various markets. Specialized copy for individual media and for special occasions. Copy slants and themes. Copy-testing and testing techniques.
Prerequisite: Bus. Adm. 125. Co-requisite: Art 32. Two hours a week; 2 credits.

RETAILING

Adviser: Professor Arthur E. Albrecht

130. Elements of Retailing. A basic course designed to present the fundamentals of successful retail operation. This course deals with the functions of merchandising, retail management, control and promotion. Illustrations of sound practices are drawn from the experiences of different types of successful retail organizations, large and small.
Prerequisite: Bus. Adm. 110, or marketing and retailing experience approved by the Department. Two hours a week; 2 credits.

131. Materials of Merchandising—Textile Materials. A study of the basic textile raw materials entering into merchandising; their nature, source, characteristics, applications and uses; the technology of such processes as spinning, dyeing, weaving and finishing of fabrics; the processes of manufacture from raw materials to consumers' goods; uses, advantages and disadvantages from consumer point of view; standards and tests. Consumers' care for conservation of materials is emphasized.
Four hours a week; 2 credits.

132. Materials of Merchandising—Non-Textile Materials. Important non-textile materials are studied with respect to sources, characteristics, applications, and uses. Among the types covered are furs, leather, wood, rubber, glass, ceramics, paper, food and petroleum. Processes of manufacture from raw material to consumers' goods with special emphasis on advantages and limitations.
Two hours a week; 1 credit.

133. Retail Salesmanship. This course seeks to develop an understanding of salesmanship required of the salesclerk in the retail store. Selling problems are analyzed. Emphasis is placed on economic phases of the selling process.
Prerequisite: Bus. Adm. 130. Two hours a week; 2 credits.

135. Essentials of Retail Merchandising. A study of the essential elements of the retail merchandising function with emphasis upon basic operating procedures. The mathematics of markup, the retail method of inventory, its use as a merchandising tool for computation of profits, the merchandise plan, computation of open-to-buy and unit control. The use of figures are demonstrated in practical problems.
Prerequisite: Bus. Adm. 130 or experience approved by the Department. Two hours a week; 2 credits.

137. Retail Advertising. This course seeks to give the student a working knowledge of the advertising function in a modern retail store. It includes the principles underlying the preparation of retail copy and layout; the procedure of building a retail advertisement; the essential media with special emphasis on the newspaper.
Prerequisite: Bus. Adm. 130 or experience approved by Department. Two hours a week; 2 credits.

139. Fashion Factors in Retailing. This course has been designed to show how the world of fashion operates in the retail field. It deals with fashion buying, merchandise selection, fashion promotion, fashion coordination, display and fashion shows.
Prerequisite: Bus. Adm. 130 or experience approved by Department. Two hours a week; 2 credits.

230. Retail Store Management. A study of store operations, their relationship to profitable retailing. Current practices in store layout, store maintenance, services to customers, expense budgeting and control, credit, receiving, marking, employment training, and welfare activities. Operating methods and problems of large and small stores are contrasted. Special consideration is given to wartime problems affecting retail management.
Prerequisite: Bus. Adm. 130 or experience approved by Department. Two hours a week; 2 credits.

235. Problems in Retail Merchandising. An advanced course which emphasizes the uses of the available tool of retail merchandising with analyses of specific problems related to the merchandising function. Among the topics covered are control of sales and stocks, the interpretation of departmental reports, model stocks, model stock sales ratios, the diagnosis of weak departments and remedial procedures. Consideration is given to wartime problems that face merchandisers: O.P.A. regulations, price ceilings, rationing, etc.

Prerequisite: Bus. Adm. 135 or experience approved by the Department. Two hours a week; 2 credits.

237. Retail Sales Promotion. This course deals with the study of special methods for building sales, selection of merchandise for special promotion; the study of competition; coordination of selling with other store activities; storewide and departmental promotions; special selling events and other activities that make for successful store operation.

Prerequisite: Bus. Adm. 130 or experience approved by the Department. Two hours a week; 2 credits.

FOREIGN TRADE

Adviser: Mr. Jose Alfaro

140. Foreign Trade Methods and Practices. A basic course in foreign trade. Types of exporters, their functions and problems pertaining to these functions. Promotion and types of promotion. Tools for the exporter. Basic knowledge required in an exporter's office about the various operations as shipping, collections, and war time measures.

Co-requisite: Economics 70. Three hours a week; 3 credits.

141. Foreign Credits and Collections. The course deals with the granting of credits and making collections in the foreign trade field. How to appraise risks; sources of credit information; determining terms of payment; when and how to change terms of payment; treatment of delinquent accounts; how to avoid credit losses.

Prerequisite: Bus. Adm. 140. Two hours a week; 2 credits.

142. Practical Marine Operations.

Co-requisite: Bus. Adm. 140. Two hours a week; 2 credits. (Not offered in 1943-1944).

145. Latin American Markets. Imports and exports of Latin American markets, and their principal marketing centers. The problems of Latin American and United States trade and suggestions for improving relations.

Co-requisite: Bus. Adm. 140. Three hours a week; 3 credits.

146. European Markets

Co-requisite: Bus. Adm. 140. Two hours a week; 2 credits. (Not given in 1943-1944.)

147. Far Eastern Markets.

Co-requisite: Bus. Adm. 140. Two hours a week; 2 credits. (Not given in 1943-1944.)

240. Advanced Problems in Foreign Trade. Key problems with which exporters deal. Suggested solutions. Discussions of efforts made towards better inter-American trade. Also discussed are such topics as organizing exporters as a professional group, production, the political problem, etc.

Prerequisite: Bus. Adm. 140. Three hours a week; 3 credits.

STATISTICS

Adviser: Mr. David Valinsky

151. Graphic Statistics. Principles and effective procedures used in constructing graphs, charts, statistical maps and other types of graphical presentations. Emphasis is placed upon the application of these charts to current indus-

trial and business problems. The evaluation and the corrective criticism of graphic methods presently used. It is the aim of this course to qualify students to prepare original charts for publications.
Prerequisite: Economics 15. Three hours a week; 2 credits.

154-155. Advanced Statistical Methods for Business Management and Administration. A complete and comprehensive survey is made of the important and practical statistical methods employed by industry and business. A thorough study of all forms of applied correlation, linear, non-linear, multiple correlation, partial correlation, joint correlation, and the correlation of attributes is included. A development of applied probability, and tests of sampling procedures are presented. Emphasis is placed upon chi-square, lexis analysis, and the analysis of variance.
Two terms, two hours of lecture and two hours of laboratory a week. Three credits each term. Prerequisite: Economics 15 or a course in elementary statistical methods.

159. Mechanized Control Systems in Business. The course surveys the punched card systems used for the control and management of the business unit. The systems used in chain stores, department stores, public utilities, banks, factories, educational institutions and other organizations will be discussed. Students will also be instructed in the principles and methods of operation of punched card equipment.
Three hours a week; 2 credits.

250. Problems in Business Statistics. This course surveys the application of the various statistical techniques, developed in elementary and advanced courses in statistical methods, to problems of business management and administration, such as the control of production, quota calculation, analysis of advertising results, market and sales analysis.
Prerequisite: Economics 15. Four hours a week; 3 credits.

FINANCE

Adviser: Professor A. M. Sakolski

160. Business Financial Management. This course covers the principles and practices followed in the financial organization and operation of a going business concern. It considers the problems of capital structure, methods of obtaining permanent capital, working capital control, methods of temporary borrowing, the financing of expansions, mergers and extensions, financial readjustments and reorganizations.
Prerequisite: Economics 20. Three hours a week; 3 credits.

163. Principles of Investment. This course presents the principles governing the investment of capital funds. It deals with the quantitative and qualitative tests for judging security values, both government and corporation. Attention is given to the legal and financial characteristics of the various classes of investment securities, and studies are made of actual securities based on materials such as corporation prospectuses, indentures, annual reports, and similar data.
Prerequisite: Economics 20. Two hours a week; 2 credits.

The following finance courses may be offered in the future depending upon the demands of business or the requests of students: 162, Banking Practices; 164, Personal and Corporate Trusts; 165, Factors and Finance Companies; 166, Stock Exchange Operations; 167, Investment Banking; 261, Investment Problems; 263, Problems of Trust Administration; 265, Institutional Investment Policies.

CREDITS

Adviser: Professor William J. Shultz

170. Elements of Mercantile Credits and Collections. The essentials of mercantile credit, sources of credit information, the credit decision, collection

procedure, adjustments, bankruptcy. A basic course for commercial credit work, recommended for accountancy, management, and merchandising students interested in the industrial and wholesale fields. Text, lectures, problems.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits. (Day Session students planning to take a Credits sequence are advised to register for this course not later than their Upper Junior semester.)

171. Elements of Consumer Credits and Collections. The essentials of consumer credits, agencies, sources of credit information, the credit decision, collection procedure, legal remedies. A basic course for retail charge account, installment credit and personal loan work, recommended to accountancy, management, and merchandising students interested in the retail field. Text, lectures, problems.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits. (Day Session students planning to take a Credits sequence are advised to register for this course not later than their Upper Junior semester.)

270. Advanced Credits and Collections. Intensive study of credit organization and practices in particular mercantile and retail lines. Each student is required to make a first hand study of credit problems in some business and to report upon these problems in class.

Prerequisite: Bus. Adm. 170 or one year's experience in a credit office. Two hours a week; 2 credits.

271. Advanced Credit Problems. A laboratory course in which students will be given all pertinent materials and be asked to solve and explain one actual credit case each week.

Prerequisite: Bus. Adm. 170 or one year's experience in a credit office. Two laboratory hours and one class hour a week; 2 credits.

INSURANCE

Adviser: Professor A. M. Sakolski

180. Elements of Insurance. Fundamental principles of fire, marine, casualty, surety and life insurance. Types of insurable risks. Treatment of this subject from the viewpoint of the insured, the insurer, the agent and the broker. Text, lectures and readings, and problems.

Three hours a week; 3 credits.

181-2-3. Elementary Problems of Insurance. Essentials of fire, marine, and casualty insurance are analyzed with particular reference to recent changes in laws and practices. The function of the broker and the duties; liabilities of both broker and agent are fully covered.

Three hours a week; 3 credits. (This course is covered in the Day Session by Bus. Adm. 180. In the Evening Session the units may be taken separately as follows: Bus. Adm. 181, Elementary Problems of Fire Insurance, 1 credit; Bus. Adm. 182, Elementary Problems of Ocean and Inland Marine Insurance, 1 credit; Bus. Adm. 183, Elementary Problems of Casualty Insurance and Bonding, 1 credit.

185. Principles of Life Insurance. The purpose of this course is to equip the business man to deal with his personal and business life insurance problems, and to give an understanding of this field to those engaged in or preparing for the life insurance business. Topics include: selection of risks, mortality experience and rate-making; principal policy forms; terms of the life insurance contract; appraisal of life values; life insurance as an investment.

Prerequisite: Bus. Adm. 180. Two hours a week; 2 credits.

389. Advanced Problems of Property and Casualty Insurance. Primarily for insurance brokers and agents and all others interested in entering the field of insurance. Necessary techniques required to serve competently the assured in the fields of fire, marine, casualty and surety insurance. Requirements of state insurance departments, especially New York State. Proper

organization of a brokerage office. The underwriting procedures and practices of modern insurance concerns.

Prerequisite: Bus. Adm. 180. Three hours a week; 3 credits.

The following insurance courses may be offered in the future depending upon student demand: **281, Problems in Fire Insurance; 282, Problems in Ocean and Inland Marine Insurance; 283, Problems in Casualty and Suretyship insurance.**

REAL ESTATE

Adviser: Mr. William M. Girden

190. Essentials of Real Estate. The fundamentals of real estate practice; the essentials of selling, leasing, mortgaging, and brokerage, and the fundamentals of valuation. The course will be given from the basis of current business practice.

Prerequisite: Bus. Adm. 103. Two hours a week; 2 credits.

191. Real Estate Valuation and Appraisal. The basic principles and methods of evaluating real estate. Methods of determining value. The relative importance of sales, reproductive cost, capitalization of net income, depreciation, and obsolescence. Case studies.

Two hours a week; 2 credits.

193. Real Estate Financing and Investments.

Two hours a week; 2 credits. (Not offered in 1943-1944.)

194. Real Estate Management. The management and operation of urban real estate will be taken up in this course which will concern itself with current practice and new developments in this field as well as with actual problems arising in the conduct of the business.

Two hours a week; 2 credits.

197. Administration of Public Housing. This course is designed for those who plan to enter some phase of managerial or other work in administering public housing. The topics covered include evaluation of the need for a housing project, relation to the construction industry, capital costs versus annual costs; restrictive and constructive legislation; the Government in housing; management and personnel problems.

Two hours a week; 2 credits.

297. Advanced Problems in Public Housing. This course is intended for those definitely interested in the management of public housing and desirous of training for practical work in the housing field. In addition to ordinary problems of managing group housing the course will look, through the eyes of one engaged in management, at the legal, economic and planning problems peculiar to public housing.

Two hours a week, 2 credits.

299. Advanced Problems in Real Estate—Brokerage.

Two hours a week; 2 credits. (Not offered in 1943-1944.)

SEMINAR

Adviser: Professor A. M. Sakolski

301-302. Business Seminar. This course is offered for the purpose of enabling the student to undertake research in his special field of interest. Sections will be presided over by specialists in the department, and registration will be limited. Each student will be required to make a report on the results of his research project, to be followed by discussion and criticism.

Two terms; four credits. Hours and schedule to be arranged. 301 may be taken without 302.

CHEMISTRY

PROFESSOR ROSS A. BAKER, *Sub-chairman*

Chemistry is an important foundation of industry and modern economy. A knowledge of this subject is increasingly necessary in business and civic administration.

1b-2b. Descriptive General Chemistry. This introductory course is designed particularly for students of Business and Civic Administration. Individual student experimentation in well-equipped laboratories is supplemented by lectures, recitations and conferences. In addition to studying fundamental principles, theories and techniques, the student becomes familiar with the properties of substances, the synthesis of new raw materials, and the chemical control of processes and products.

Two terms; two lectures, one recitation and three hours laboratory a week; 3 credits each term.
Laboratory deposit: Chem. 1b, $4.50; Chem. 2b, $3.50. This includes the cost of reagents, consumable equipment, laboratory manual, study outlines, locker key and returnable equipment.

115b. Standards of Materials. A laboratory study of the properties of various materials which are responsible for their methods of manufacture, their uses, and conventional tests. Particular emphasis will be placed upon those tests which are necessary in order to buy and sell on the basis of specifications.

Four hours a week; 2 credits.
Laboratory deposit: $3.00, including a returnable portion for key and equipment.

ECONOMICS

The Department of Economics attempts to clarify the dynamic nature of the economic processes and problems of the world today—production, consumption, exchange and distribution—to direct students to sources of economic data, to point to methods of collating and classifying such data, to develop objective methods of analysis and to bring such economic analysis to bear on current economic, social and political problems.

The courses are designed (a) to equip for careers in economics, and (b) to provide all students with an economic background that will be helpful in business, the professions, in vocations, and in the many branches of government and military service, confronted with the exigencies, domestic and international, of our country at war.

A program of professional character in advanced economic theory, statistical analysis and contemporary economic problems is available.

ECONOMIC THEORY

Adviser: PROFESSOR JOHN R. TURNER

1. Principles of Economics. A study of economic principles and problems as they relate to the structure and functioning of social institutions.

Prescribed for all students. Three hours a week; 3 credits. Prerequisite for all other courses in the department, with the exception of Economics 2.

2. American Economic Development. A study of the development of American economic life, with emphasis on the evolution of economic institutions in the various stages of industry, agriculture, labor, trade, transportation, and finance.

Prescribed for all students. Three hours a week; 3 credits.

7. Evolution of Economic Thought. A survey of the evolution of economic thought from medieval times to the middle of the nineteenth century. Spe-

cial attention is given to the English classical doctrines and divergent schools of thought.

Prerequisite: Six credits of Economics. Three hours a week; 3 credits.

8. Contemporary Economy Thought. The development of contemporary economic thought as found in American and foreign current economic literature, together with a consideration of leading economic writers whose views underlie government policy in the current period.

Prerequisite: Six credits of Economics. Three hours a week; 3 credits.

208. Economic Cycles. A survey and analysis of the problem of cyclical fluctuations, the various theories of the economic cycle, and the various suggested remedies for the economic cycle are discussed. The current techniques in the analysis of cycles are critically considered.

Prerequisite: Economics 2, 15 and 20. Two hours a week; 2 credits.

ECONOMIC GEOGRAPHY

Adviser: Professor Bernhard Ostrolenk

10. Construction and Interpretation of Economic Maps. The course is intended to give a thorough grounding in map reading, aerial photographic map reading, the principles of map making, cartography, wind currents and navigation. Consideration will be given to locations of transportation facilities and cities as dictated by geography and economics.

Four hours laboratory, one hour recitation or lecture; 3 credits.

11. Economic Geography of the Far East. A discussion of Asia, its principal geographic divisions including the Pacific islands. Emphasis is laid on agricultural production, mineral resources, transportation facilities, industrialization, and population problems.

Two hours a week; 2 credits.

12. Resources and Industries of the United States. A study of the physical resources of the United States and its possessions with emphasis on the utilization and conservation of power, minerals, and soils.

Prescribed for all students. Three hours a week; 3 credits.

13. Economic Geography of Europe. A study of the agricultural and industrial resources of the European countries. The treatment is regional. Brief surveys of the most important products of the European continent are made.

Two hours a week; 2 credits.

14. Economic Geography of Latin America. The agricultural and industrial resources of Latin America with special emphasis on countries such as Brazil, Argentina, and Mexico which have established industries of their own. Trade relations of the leading countries are considered.

Two hours a week; 2 credits.

105. Agricultural Economics. This course is designed to acquaint urban students with the economics of agriculture. Stress is placed upon the interrelationship of rural and urban life, with special consideration to production problems in time of war.

Two hours a week; 2 credits.

STATISTICS

15. Principles of Statistics. Collection of statistical data, classification and tabulation, averages, the construction and use of index numbers, analysis of frequency distribution, time series, correlation and graphic presentation. Basic requirements for economic, business, administrative and educational statistics are covered.

Prescribed for all students. Lecture, recitation and laboratory. Four hours a week; 3 credits.

213. Statistical Methods in Public Administration. A study of the application of statistical techniques in government as exemplified by the practises of departmental bureaus and administrative commissions in the exercise of social and economic controls and in the preparation of public information; a preliminary training in the requirements of the Civil Service within this field.

Prerequisite: Economics 15. Lecture, laboratory and class discussion. Four hours a week; 3 credits.

214. Economic Statistics. A factual study of the more significant statistical materials of economic resources, activities, conditions and relations including a laboratory survey of industry, trade, and finance. Practical application of principles of analysis and graphics developed by individual assignments and class discussion.

Prerequisite: Economics 15. Lecture and laboratory; four hours a week; 3 credits.

215. Advanced Statistical Methods. A continuation of the course in elementary statistical methods (Economics 15) dealing with advanced statistical technique—linear and non-linear correlation, multiple and partial correlation, sampling, probability, the normal curve, statistical forecasting and other aspects of statistical methods not dealt with in the elementary course.

Prerequisite: Economics 15. Lecture, laboratory; four hours a week; 3 credits.

216. Problems in Economic and Social Statistics (Seminar). The adaptation of statistical methods to economic and social research, and to administrative planning. The measurement of production, consumption and trade; the analysis of changing population density, vitality, distribution, composition, occupation and welfare; technological progress and its economic and social repercussions; the correlation of income, wealth, debt and taxation. A seminar course for Seniors and Graduates. Individual studies adequately prepared for publication are required. Class limit 15.

Prerequisite: Economics 213 or 214. Co-requisite: Eco. 215 or Bus. Adm. 154. Three hours a week; 3 credits.

FINANCE

Adviser: Dr. Herbert Spero

20. Principles of Finance. A survey of the field of financial organization and operation, private and governmental; commercial and investment institutions, and a consideration of national and international financial policy.

Prescribed for all students. Three hours a week; 3 credits.

21. Theory of Money and Credit. The study of the monetary and credit system. Consideration is given to commercial, investment and public credit. The monetary and credit system is studied in relation to the changing social institutions.

Prerequisite: Economics 2. Co-requisite: Economics 20. Spring term; three hours a week; 3 credits.

22. Evolution of Modern Capitalism. A study of modern capitalism in leading countries. Consideration is given to the institutional forces affecting the rise and development of modern capitalism, the factors governing the demand and supply of capital and the effect of war on capitalism.

Prerequisite: Economics 2. Three hours a week; 3 credits.

25. Principles of Public Finance. A study of the principles involved in raising public revenues, making public expenditures, and dealing with public debts. Canons of taxation and tax systems are analyzed. Special emphasis is placed on federal expenditures, taxation, and debt policy in relation to the war effort.

Three hours a week; 3 credits.

70. Foreign Exchange and the Financing of Foreign Trade. An analysis of foreign trade; movement of goods and capital; methods of settlement of

international balances by free exchange and various exchange controls; method of shipping and financing goods into selected markets.
Three hours a week; 3 credits.

220. Economics of Corporate Finance. The course includes a study of the principles and methods of obtaining, controlling and conserving the capital and cash of a going business concern. Special consideration will be given to the economic problems of the corporation in a war economy, particularly profits and the distribution of income, and governmental regulation and control of financial practises and policies.
Prerequisite: Economics 20. Three hours a week; 3 credits.

225. Current Problems in Finance. A discussion of leading current problems in commercial and investment finance.
Prerequisite: Economics 20. Three hours a week; 3 credits.

LABOR PROBLEMS

Adviser: Mr. Harry Sand

4. Labor Problems. A survey of the contemporary labor movements in America and the legislation bearing thereon, along with an examination of typical labor organizations. Stress will be placed upon current labor problems, including unemployment, wages and hours, industrial relations, labor unions and the state, and labor in wartime.
Three hours a week; 3 credits.

66. Economics of Social Insurance. A survey of the principal forms of social insurance existing here and abroad, with special attention to the organization and the integration of social insurance programs within our domestic economy. The course is designed not only as a background for business but for those interested in social insurance administration.
Three hours a week; 3 credits.

ECONOMIC PROBLEMS

Adviser: Dr. Frederick S. Sethur

30. Economic Problems—Domestic. An analytical survey of the more vital changes in the American economy since the 1929 era. Immediate problems of production, consumption, finance and economic controls resulting from emergency conditions related to defense and warfare are studied.
Three hours a week; 3 credits.

31. Eonomic Problems—International. A study of the major contemporary economic problems of the world economy, with special consideration to war and imminent post-war problems.
Three hours a week; 3 credits.

272. Principles of International Business Relations. Principles and policies of international economic intercourse among nations with particular reference to the relations of the United States with Europe, South America, and the Far East. Commercial treaties, tariffs, colonial trade, international trusts, transportation and raw materials, foreign investment and concessions, economic nationalism.
Two hours a week; 2 credits.

ECONOMIC ANALYSIS AND PUBLIC POLICY

Adviser: Professor John R. Turner

278. The Port of New York. The physical and economic aspects of the port of New York; relation of the port to the territory it serves; the harbor and plans for its reconstruction; comparison with other ports of the United States and Europe. The nature of the railway, steamship, highway, and air transport problems in the port district.
Two hours a week; 2 credits.

280. Principles of Public Utilities. Origin and nature of companies together with their distinguishing characteristics. Corporate organization, management organization and regulation, electric light and power and gas, water supply, telephone and telegraph facilities.
Two hours a week; 2 credits.

287. Principles of Public Services and Public Service Charges. A study of the nature of services rendered by quasi-public enterprise in transport, communication and municipal utilities, and the service rates charged therefor. The principles underlying "public convenience and necessity". The economic bases of "fair value", "reasonable rates" and "just compensation". Methods of valuation. The organization and functions of public service commissions, their economic policies and the operation of their statistical controls.
Prerequisite: Economics 15. Three hours a week; 3 credits.

295.8. City Planning. A study of the elements of the city plan and the technique of city planning. City planning powers; public and private housing, population trends; methods of research in the preparation of plans; land valuation for tax, condemnation and housing purposes; slum clearance and zoning regulations.
Two hours a week; 2 credits.

EDUCATION

PROFESSOR JACOB S. ORLEANS, *Sub-chairman*

11. The History of Culture and Education. The development of educational theory and practice in relation to culture.
Four hours a week; 4 credits.

16. Educational Psychology. The application of psychology to educational problems.
Prerequisite: Psych. 1. Prerequisite or co-requisite: Educ. 11. Four hours a week; 3 credits.

21. Principles of Education. Social and philosophic principles underlying educational theories and practices.
Prerequisite or co-requisite: Educ. 11, 16. Three hours a week; 3 credits.

61. Secondary School Teaching. General methods of teaching in the secondary school.
Prerequisites: Educ. 11 and 16. Prerequisite or co-requisite: Educ. 21. Three hours a week; 3 credits.

62. The Teaching of a Secondary School Subject. Special methods of teaching secondary school subjects. Students are assigned to sections by subject matter major.
Prerequisite or co-requisite: Educ. 61. Three hours a week; 3 credits.

76. Mental and Educational Tests. Nature and application of achievement, personality, intelligence, and other aptitude tests used in elementary and secondary schools; methods of administering, scoring, and interpreting tests.
Prerequisite: Educ. 16. Three hours a week; 3 credits.

162. Observation and Practice Teaching in the Secondary School. Supervised observation and practice teaching in the City high schools. Individual and group conferences. Admission is limited to students who meet the requirements set by the Education Department.
Prerequisite or co-requisite: Educ. 62. 120 clock hours; 6 credits.

385. Teaching Office Practice and the Operation of Office Machines in the Secondary School. Various plans of conducting a class in Office Practice and Office Machines, with emphasis on the machines significant for the high school Bookkeeping and Clerical Practice majors. Visits to high school classes and equipment manufacturers are made.
Prerequisite or co-requisite: Accty. 153. Two hours a week; 1 credit.

The following courses in Commercial Education are offered under the auspices of the School of Education, and are usually given at the Business Center in the Evening Session.

Education 16, 21 and 61 or 263 prerequisite to all courses in Methods of Teaching.

299. Special Problems in Commercial Teaching.
Two hours a week, 2 credits. Fee $10.00.

369. Teaching Merchandising in the Secondary School.
Two hours a week, 2 credits. Fee $10.00.

372. Teaching Bookkeeping and Commercial Arithmetic in the Secondary School.
Two hours a week, 2 credits. Fee $10.00.

373. Teaching Elementary Business Training in the Secondary School.
Two hours a week; 2 credits. Fee $10.00.

376. Teaching Pitman Shorthand in the Secondary School.
Two hours a week; 2 credits. Fee $10.00.

378. Teaching Gregg Shorthand in the Secondary School.
Two hours a week; 2 credits. Fee $10.00.

380. Teaching Typewriting in the Secondary School.
Two hours a week; 1 credit. Fee $10.00.

ENGLISH

PROFESSOR MICHAEL J. KELEHER, *Sub-chairman*

The courses offered by the English Department include literature and composition. The courses in literature aim to impart a critical appreciation of literary art. The courses in composition aim to develop facility of effective expression and to prepare students to meet the State and City requirements for licenses to teach.

1. Applied English Composition. Elements of writing, grammar, diction, business letters and other forms. Emphasis on correctness. To be taken in Freshman year.
Two hours a week; 2 credits.

2. Applied English Composition. A continuation of English 1, with more advanced exercises, particularly in exposition, and more advanced business and other forms. To be taken after English 3-4.
Two hours a week; 2 credits.

3-4. English Literature. The nature, forms, social backgrounds of literature. Much outside reading in poetry, the novel, the essay, the drama; in English 4 the beginnings of bibliography and research.
Three hours a week; two terms; 2 credits each term.

5. Composition. This course provides special aid to students who are reported deficient in the mechanics of English composition.
No college credit, but students assigned to this course must be approved as passing it before they can take any further courses in English composition or be graduated.

11. Diction and Form. The aim is to develop facility in the command of an accurate and expressive vocabulary and in the effective arrangement of ideas. Analysis of selections from contemporary authors will be combined with the writing and criticism of original essays.
Prerequisites: English 1, 2. Two hours a week; 2 credits.

12. Narration. The aim is to improve the student's ability to criticize and write narrative. The short stories of American authors are studied. Critical and creative exercises are required.
Prerequisites: English 1, 2, 3. Two hours a week; 2 credits.

37. Social Forces in English Literature of the 18th and 19th Centuries. The social background and its influence on literature.
Prerequisites: English 1, 3, 4. Two hours a week; 2 credits.

39. American Literature. From Washington Irving to Henry James. Important writers of the Concord, Cambridge, New York, Southern and Western schools will be studied to relate the literature to the life and thought of the times. Reports on outside reading will be required.
Prerequisites: English 1, 3, 4. Two hours a week; 2 credits.

40b. Contemporary American Literature. A study of prose and poetry written in America since 1900. Greatest stress will be placed on the literature of the post-war period.
Prerequisites: English 1, 3, 4. Two hours a week; 2 credits.

53. Journalism. A study of the history, principles and practices of Journalism. The aim is to give the student a better understanding of the newspaper as a vital force in contemporary society.
Prerequisites: English 1, 2, 3. Two hours a week; 2 credits.

54. Journalistic Writing. Instruction and practice in reporting and writing news and feature articles. Speed and precision in newspaper writing will be stressed.
Prerequisite: English 53, or permission of the instructor. Two hours a week; 2 credits.

57. Contemporary Drama. A study of English and Continental drama from the beginning of modern realism to the naturalistic drama.
Two hours a week; 2 credits.

58. Contemporary Drama. A study of English, Continental and American drama from the naturalistic revolt to today.
Two hours a week; 2 credits.

73. Shakespeare's Comedies. Shakespeare's chief comedies, and some earlier and contemporary comedies.
Prerequisites: English 1, 3, 4. Three hours a week; 3 credits.

74. Shakespeare's Tragedies. Shakespeare's chief tragedies, and some earlier and contemporary tragedies.
Prerequisites: English 1, 3, 4. Three hours a week; 3 credits.

86. The Novel of the XIX Century. The early development of the novel will be traced, and a selected series of significant English novels will be read.
Prerequisites: English 1, 3, 4. Two hours a week; 2 credits.

106. Advanced English Grammar and Exposition. An analytical study of the structure, syntax, usage, and vocabulary of current English; practice in professional writing. The work, correlated with students' technical courses, meets State and City requirements for teaching licenses.
Prerequisites: English 1, 2, 3. Two hours a week; 2 credits.

FRENCH

Offered by the Department of Romance Languages. See page 67.

GEOLOGY

4. Map Interpretation (The Military Use of Maps). A course in the military use of maps, charts and aerial photographs conforming with the training regulations of the United States War Department.
Four laboratory or field hours; 2 credits.

GERMAN

DR. NATHAN SÜSSKIND, *Sub-chairman*

As part of the cultural base of the curriculum the courses in German are designed to educate the student in the German language and literature and the cultural heritage they imply. This program is integrated with the special interest of the School through readings in material of an industrial and economic nature and the study of an economic word-list. The elective courses provide opportunity for intensive work in conversation and reading.

Students who have selected German to meet the language requirement take courses 1, 2, 3, 4, if they present two units on admission, or courses 2, 3, 4, if they present three units on admission.

1-2. Intermediate German. Modern German prose. Grammar review, composition, conversation. Practice in translation of economic articles.
Two terms, four hours a week; 3½ credits each term.

3. Advanced German. Classical authors. Excerpts from Lessing (Nathan der Weise), Goethe (prose and poetry), Schiller (Wilhelm Tell), and Heine (poetry). Composition, conversation, readings in Economic German.
Prerequisite: German 2. Four hours a week; 3½ credits.

4. Advanced German. Modern authors. Composition, conversation, and readings in Economic German.
Prerequisite: German 3. Four hours a week; 3½ credits.

23-24. Composition and Conversation (Military German.) Mastery of the German idiom in writing and speaking, based on current military topics. Review of advanced grammar. Lectures, reports, discussions.
Prerequisite: German 4. Two terms, two hours a week; 2 credits each term.

41-42. Elementary German. (Evening Session only). Pronunciation, essentials of grammar, reading, and translation.
Two consecutive terms, three hours a week; 3 credits each term. Credit is not allowed for 41 alone.

43-44. Prose and Composition. (Evening Session only). A continuation of courses 41-42. Grammar, composition, "Kulturkunde," and readings in modern writers.
Two terms, three hours a week; 3 credits each term.

51. Elementary German.* A course for beginners; intended to be the equivalent of a year of high school work.
Five hours a week; 5 credits.

52. Second Year German.*
Five hours a week; 5 credits unless taken to remove an entrance deficiency.

71, 72. Intermediate German. (Evening Session only).
Two terms, three hours a week; German 71—3 credits; German 72—2½ credits.

73, 74, 75. Advanced German. (Evening Session only).
Three terms; German 73—2½ credits; German 74, 75—3 credits.

The subject matter of the above Evening-Session courses is the same as that of courses 1, 2, 3, 4 *in the Day Session.*

81. Social Science Readings. Reading of selections from the writings of outstanding representatives of the various schools of thought in economics, politics, and other social sciences from the Age of Enlightenment to the present day. Short critical analyses in English.
Prerequisite: German 4 or equivalent. Two hours a week; 2 credits.

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* Courses 51-52 are courses for students who have been admitted to College with less than the required preparation in languages, to enable them to remove an entrance condition. Credit is not allowed for 51 alone.

GOVERNMENT

Mr. Hillman M. Bishop, *Sub-chairman*

The central objectives of the curriculum of the Department of Government are two-fold: (1) to develop in the student an intelligent understanding of political behavior in contemporary American and world society, with special emphasis upon the values and processes of democracy; and (2) to prepare students for careers in public administration, research, politics and teaching.

POLITICAL SCIENCE

1. American Government and Democracy. An analysis of democratic values and practices (1) in the light of the challenge of war and totalitarianism and (2) with special reference to the American Constitution and the fundamental principles of the democratic process in the United States. The impact of war upon American Government and post-war political problems.
Prescribed. Three hours a week; 3 credits.

11. Municipal, State and National Government. A functional study of the legislative and administrative process in national and local government. The increasing importance of administration and the executive in modern government; the relationship between administration and the legislative and judicial branches of the government; the influence of political parties, pressure groups and public opinion upon legislation and administration.
Three hours a week; 3 credits.

31b. Comparative Government. A study of contemporary government in Great Britain, Germany, Italy and the Soviet Union and the evaluation of the National Socialist, the Italian Fascist, and the Bolshevik Revolution. A consideration of the effect of war and totalitarianism upon democracy and suggested readjustments in constitutional democracy to meet the challenge of totalitarianism.
Prerequisite: Government 1. Three hours a week; 3 credits.

41. World Politics. An interpretation of the key factors in the international scene: totalitarian nationalism, geopolitics, Nazi and Japanese imperialism, and the strategy of world conquest; interests and war aims of the United Nations; problems of post-war reconstruction and world peace.
Prerequisite: Government 1. Three hours a week; 3 credits.

121. Government Control of Economic Activity. A study of expanding governmental control of and aid to business, labor and agriculture; the politics and pressures of economic groups; an analysis of the part of business, labor and agriculture in the war effort; problems of post-war readjustments.
Prerequisite: Government 1. Three hours a week; 3 credits.

PUBLIC LAW

12. Constitutional Law: The Federal System. The role of the Supreme Court as the umpire of our Federal System. An analysis of leading Supreme Court opinions dealing with the powers of the Federal Government with most attention given to the constitutional problems arising from the use of the Federal taxing and commerce power to regulate and assist business and labor.
Prerequisite: Government 1. Three hours a week; 3 credits.

13. Constitutional Law: Personal and Property Rights. A study of the constitutional limitations imposed by the Bill of Rights and the Fourteenth Amendment upon the Federal and State Governments. The constitutional conflicts over civil liberties, the state's police power, social legislation and government regulation of business.
Prerequisite: Government 1. Three hours a week; 3 credits. May be taken without Government 12.

22. Administrative Law. A study of legislative and judicial control of the administrative process: its effect upon administrative efficiency and the rights of individuals; the finality of administrative determinations and the requirements of procedural due process.

Prerequisite: One of the following—Government 11, 12, 13, 14 or special consent. Three hours a week; 3 credits.

PUBLIC ADMINISTRATION

14. Elements of Public Administration. A survey of the administrative process in war and peace in the public service with special reference to problems of staff, auxiliary, and line organization and direction; research, fiscal administration, personnel management, and public relations; controls over administrative actions.

Prerequisite: One of the following—Government 1, 11, or related experience. Three hours a week; 3 credits.

15. Government and Administration of New York City. A study of municipal and county government in New York City: relationships to state legislation, politics and local pressure groups; problems of municipal administration in this metropolitan area such as health, welfare, housing transportation and planning with special attention to the City's finances and fiscal administration.

Prerequisite: One of the following—Government 1, 11, 14 or related experience. Three hours a week; 3 credits.

19. Public Personnel Administration. An advanced course on the instruments of management in public personnel: the career idea; organization of the central and operating public personnel agency; recruiting, examinations, service ratings, promotions, classifications and compensation, training, employer-employee relations, incentive and morale, research. Chief emphasis on American civil experience, with foreign and military comparisons.

Prerequisite or co-requisite: One of the following—Government 11, 14, or related experience. Three hours a week; 3 credits.

222. Classification in Public Personnel Administration. A study of the principles and practices of position analysis and classification in the public services; uses of classification plans; methods used in conducting classification surveys; relationships between pay plans and classification surveys. Typical classification studies will be examined in class.

Prerequisite or co-requisite: One of the following—Government 14, 19 or related experience. Two hours a week; 2 credits.

310-311. Public Administration Research Seminar. This course is intended to provide students with the opportunity to work under the guidance of a member of the Department of Government on a major research project in Public Administration.

Prerequisite: Government 14 and the completion of at least 6 additional credits in Government. Two terms, 2 credits each term. Government 310 may be taken without Government 311, and with special permission Government 310 and 311 may be taken the same semester.

HISTORY

Dr. E. McClung Fleming, *Acting Sub-chairman*

The aims of this Department are: (1) to present a survey of the civilizations which have made our world what it is; (2) to provide essential background for careers in business, education, and public service by helping students acquire the historical facts and perspectives that will enable them to appreciate the achievements, problems, and objectives of our contemporary world society and to form reasoned judgements about them.

1. History of European Civilization. Part 1. With an introductory survey of cultural development in the prehistoric age, the period of ancient and

medieval history down to 1500 is covered. Reading of several volumes covering the social, economic, and cultural phases of representative periods forms the basis for class discussion.

Three hours a week; 3 credits.

2. History of European Civilization. Part 2. After a review of the legacy of medieval civilization, its transformation is traced through modern times. The Renaissance, the Reformation, the Enlightenment, the French and Industrial Revolutions, scientific progress, are studied and their effect on the various phases of twentieth century life—political, economic, social, and intellectual—are considered.

Three hours a week; 3 credits.

3. Contemporary European History. The political and social history of Europe from 1870 to the present.

Prerequisites: History 1 and 2. Three hours a week; 3 credits.

5. The United States Since 1912. The political, economic, and social development of the United States from the "New Freedom" of Woodrow Wilson through the "New Deal" of F. D. Roosevelt, with special attention to the role of the United States in world affairs.

Prerequisites: History 1 and 2. Three hours a week; 3 credits.

36. The United States: History of a Democratic Civilization. A general survey of American history from colonial beginnings to the Second World War. Attention will be focussed on broad trends, sectional and national movements, outstanding personalities and institutions, dominant patterns of thought and action—their origins, development, interaction, and relation to the world community.

Three hours a week; 3 credits.

37. Development of the State and City of New York. The State and City are considered both for their own institutional life and as types of state and city growth. Topics considered are: the constitutional development of New York State; the historical role of political bossism and party organization; the history of municipal politics and reform in New York City. The course should be of especial value to those preparing for the public service.

Three hours a week; 3 credits.

40. Modern Latin America. The evolution of the principal influences in Latin American life including the various racial elements, the change from colonial to modern economy, foreign investments in Latin America, development of new sources of wealth, such as copper, nitrates, tin, wheat, coffee and cotton. The political implications of economic developments are analyzed. Emphasis is placed on present-day problems.

Three hours a week; 3 credits.

46. History of Modern China and Japan. For proper understanding of the modern problems of China and Japan, careful examination is first made of the early development and crystallization of their peculiar political, social, and cultural institutions. Thereafter, with the arrival of the expanding European powers in the Orient, the course traces the inevitable clash of oriental and occidental civilizations and the consequent reshaping of the life and ideas of the people of eastern Asia.

Three hours a week; 3 credits.

50. Negro History and Culture. (Evening Session only) The course traces the early civilization of the Negro tribes in Africa and the cultural effects of the contact of European with the African races. There follows an account of the history of the Negro in America down to the present time, with emphasis upon the contributions of the Negro to American culture.

Three hours a week; 3 credits.

HYGIENE

PROFESSOR CANUTE HANSEN, *Sub-chairman*

The Department of Hygiene is organized to include the following divisions: Informational Hygiene, Physical Education and Recreation, Varsity Athletics, and Health Examinations and Health Service.

The dominating aims of the Department of Hygiene are: (a) to assist the student in the formation of effective health habits, attitudes and appreciations to help lay the foundation of an independent, discriminating, insistent judgment in matters of health, physical education activities and recreation; (b) to afford an opportunity for the individual or group to act in situations that are physically wholesome, mentally stimulating and satisfying and socially sound.

In each of the required courses provision is made for those students whose organic condition may permanently or temporarily disqualify them from the required Physical Education activity program. This special work is under the direction of a medical member of the staff, assisted by a teacher of physical education.

For more detailed information regarding Hygiene and Physical Education content of courses, consult departmental bulletin.

1. (a) Personal Hygiene (b) Physical Education.
Men and Women*: Physical Education—two hours a week; Informational Hygiene—one hour a week; 1 credit.

2. (a) Personal Hygiene (b) Physical Education.
Men and Women:* Prerequisite: Hygiene 1—Physical Education—two hours a week; Informational Hygiene—one hour a week; 1 credit.

3. (a) Defensive Hygiene and First Aid (b) Physical Education.
Men and Women*: Prequisite: Hygiene 2—Physical Education—two hours a week; Informational Hygiene—one hour a week; 1 credit.

4. (a) Community Hygiene (b) Physical Education.
Men and Women*: Prerequisite: Hygiene 3—Physical Education—two hours a week; Informational Hygiene—one hour a week; 1 credit.

5 and 6. Advanced participation in physical education activities including swimming and life saving.

Students may enroll exclusively for life saving instruction and acquire the Senior Life Saving Certificate.
Prerequisites: Hygiene 1, 2, 3, 4. Two terms, two hours a week; 1 credit each term.

7 and 8. Similar to Hygiene 5 and 6, but given only one hour weekly.
Prerequisites: Hygiene 1, 2, 3, 4. Two terms, one hour a week; ½ credit each term.

15 and 16. Physical Education Activities and Swimming.
Prescribed for juniors who have completed Hygiene 1, 2, 3 and 4. However, Hygiene 5 and 6 may be substituted for 15 and 16; 7 and 8 may be substituted for 15 *or* 16. Two terms, two hours a week; ½ credit each term.

71. Personal Hygiene. (Evening Session only).
Prescribed for all students in the Evening Session. Two hours a week; 2 credits.

72. Community Hygiene. (Evening Session only).
Prescribed for all students in the Evening Session who have been credited with Hygiene 71. Two hours a week; 2 credits.

(Hygiene 71, 72 are similiar in course content to the courses offered in the Day Session, 1, 2, 3, 4.)

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* The Physical Education program for women in the required courses follows the same essential principles as the courses in hygiene for men, with modifications to accommodate their specific needs and interests.

73. Advanced Hygiene and First Aid. (Evening Session only). Students are eligible to receive the American Red Cross Certificate in First Aid upon successful completion of the course.

Two hours a week; 2 credits.

73a. First Aid. Covers all the instructional units involved in securing the Standard Red Cross First Aid Certificate. Stress will be placed upon related war-time emergency needs.

Two hours a week; 1 credit.

Recreation: Gymnasium and Pool. (Evening Session only). Open to men and women matriculated students of the evening session who carry a program of five or more credits.

Fee for non-matriculated students: $3.00, Men; $2.00, Women.

Instruction in Sports. (Evening Session only). Golf instruction and cage practice.

Instruction in swimming and life saving.

Fee $5.00, plus fee for recreation.

ATHLETIC SPORT INSTRUCTION AS SUBSTITUTE FOR COURSES

The Department of Hygiene accepts certain types of athletic sport instruction as equivalents for part of the work in the regular courses in physical Education. Consult departmental requirements.

ITALIAN

Offered by the Department of Romance Languages. See page 68.
(In the Evening Session only)

LAW

PROFESSOR LEWIS MAYERS, *Chairman*

The courses in law aim to give the student a grasp of the legal risks incident to, and the results of, the more common business relationships and transactions, and an understanding of the origin and present form of our chief legal institutions; to the end that he may act more understandingly in business life, and may as a citizen appraise more intelligently the legal implications of legislation affecting business. Concurrently with this objective, the aim is to develop the analytical faculty and to cultivate habits of precision in thought and expression.

100. The American Legal System. This course attempts to acquaint the layman with the machinery by which justice is administered. Typical proceedings, civil and criminal, from institution to enforcement of judgment are examined in detail, including the jurisdiction, organizaton and constitution of the several tribunals, administrative as well as judicial, and the agencies for enforcement and penal administration.

Two hours a week; 2 credits.

101. The Law of Business Contracts. After a brief survey of the American legal system, the essential principles of the law of business contracts are examined and applied to typical business transactions. The principal materials of study are New York cases of recent decades.

Three hours a week; 3 credits.

102. The Law of Business Organization. Following an examination of the doctrines governing principal and agent, the law governing partnerships and corporations, in their formation, operation, internal relationships and dissolution, is studied, with particular reference to the law of New York.

Prerequisite: Law 101. Three hours a week; 3 credits.

103. The Law of Negotiable Instruments. The course deals in detail with the legal aspects of transactions involving checks, notes, drafts and acceptances. The course is organized about the various types of these instruments in current use in the several fields of business, and the prevailing business and banking practices affecting their use. Consideration is also given to the legal relationship between banker and depositor.

Prerequisite: Law 101. Two hours a week; 2 credits.

104. The Law of Mercantile Transactions. This course deals with the legal problems arising out of the sale of merchandise by manufacturers, distributors and dealers (including consignments and licensing agreements), out of the shipment and warehousing of merchandise, and out of government regulation of business.

Prerequisite: Law 101. Two hours a week; 2 credits.

105. The Law of Secured Transactions. This course deals with the rights of the secured creditor in connection with the sale, shipment and warehousing of merchandise as well as various other types of security transactions and forms of security. The principal material of study is found in typical contractual instruments, such as collateral notes, factoring agreements, trust receipts, chattel and real estate mortgages, conditional sales contracts, construction contracts, etc.

Prerequisite: Law 101. Two hours a week; 2 credits.

106. The Law of Creditors' Rights. Following a survey of the legal procedures for the collection and enforcement of judgments, the course examines the various procedures, state and federal, for dealing with debtors, including extension of time of payment, reorganization (individual and corporate), and liquidation. All discussion of purely procedural detail is avoided.

Prerequisite: Law 101. Two hours a week; 2 credits.

202. The Law of Real Estate Transactions. This course is designed to give real estate brokers, attorneys and owners a general view of the legal questions that arise in the leasing, selling and mortgaging of real estate in the City of New York. Legal rights, duties and responsibilities of real estate brokers; relationship of landlord and tenant; various steps in connection with a contract to sell or mortgage real estate; the examination and transfer of title; the commoner real estate instruments.

Prerequisite: Law 101. Two hours a week; 2 credits. Fee, $10.00.

210. The Law of Social Work. This course seeks to acquaint social workers with the principal legal doctrines and statutory provisions applicable to dependents, defectives and delinquents (with special emphasis on the law of New York), the organization and procedure of the several courts dealing with such persons, and the role of the social worker therein.

Two hours a week; 2 credits. Fee $10.00.

211. The Law of Labor Relations. Intended primarily for business and labor union executives but designed to be of value also to the academic student, this course deals with the law affecting the relation between employers and labor organizations, under both labor relations acts (federal and state) and other statutes and judicial decisions.

Two hours a week; 2 credits. Fee $10.00.

212. The Law of Labor Standards. The course is intended to supplement Law 211, which is a prerequisite, so as to extend the study of laws affecting labor to certain statutes important in day-to-day administration. The intent of the course is to enable business, labor representatives, students of accounting, and students of business administration to grasp the legal aspects and interpretations of Federal and State laws and regulations controlling wages, hours, payrolls, records, unemployment insurance, public contracts, etc., and to be familiar with recent administrative and legal rulings.

This course is offered primarily for graduate students and for qualified students who desire to take it without credit. Students matriculated for the B.B.A. degree may take this course for credit only with the written permission of the Chairman of the Law Department.

Prerequisite: Law 211. Two hours a week; 2 credits.

MATHEMATICS

Mr. Russell D. Loucks, *Sub-chairman*

During the war emergency the requirements in Mathematics for the B.B.A. degree may be met by one of the following sequences:

(a) 152, 153 if Advanced Algebra and Trigonometry are offered for entrance credit;

(b) 42, 152 if Advanced Algebra is offered for entrance credit but not Trigonometry;

(c) 43, 152 if Advanced Algebra is not offered for entrance credit.

1. Topics in College Algebra and Trigonometry.
Three hours a week; 3 credits.

2. Analytic Geometry.
Prerequisites: Mathematics 1, or 42 and 43. (Prerequisites will be waived if the corresponding high school courses are presented for entrance credit.) Three hours a week; 3 credits.

3. Calculus, Part I.
Prerequisite: Mathematics 2. Three hours a week; 3 credits.

4. Calculus, Part II.
Prerequisite: Mathematics 3. Three hours a week; 3 credits.

42. Plane Trigonometry.
Three hours a week; 3 credits (if not presented for entrance credit).

43. College Algebra.
Three hours a week; 3 credits (if Advanced Algebra is not presented for entrance credit).

44. Spherical Trigonometry with Naval and Military Applications.
Prerequisite: Mathematics 1, or 42, or a high school course in Trigonometry. Three hours a week; 3 credits.

151. Mathematics Preparatory to Business Studies.
Three hours a week; 3 credits.

152. Mathematics of Finance.
Three hours a week; 3 credits.

153. Mathematics of Statistics, Basic Course.
Three hours a week; 3 credits.

216. Arithmetic Analysis. The solution of business problems by methods that do not require formal algebra. This course, together with Mathematics 152 or Mathematics 153 meets the requirements in mathematics of the Board of Education, New York City, for students who desire to qualify for a license to teach commercial subjects.

Three hours a week; no credit.

217. Mathematics of Statistics, Advanced Course, I. The mathematical bases of the method of least squares and the method of moments are emphasized and used for the determination of certain statistical constants. The significance of these constants is discussed. Mathematical topics such as

determinants, probability, curve sketching, differentiation, and integration are made usable as tools when and as they become necessary.
Prerequisites. Economics 15 and Mathematics 153. Three hours a week; 3 credits.

218. Mathematics of Statistics, Advanced Course, II. Finite differences, approximate integration, sampling, correlation, and the X^2 test.
Prerequisite: Mathematics 217. Three hours a week; 3 credits.

MILITARY SCIENCE AND TACTICS

First Lieutenant David E. Behringer, *Sub-chairman*

The Reserve Officers' Training Corps has been instituted by Act of Congress for the purpose of providing two years basic training on a voluntary basis to such students as desire it, and to give advanced course training to those students who may be selected after successful completion of the two-year basic course. The work is conducted through the co-operation of the Federal Government and the College, the Professor of Military Science and Tactics and the instructional staff being Officers and Non-commissioned Officers in the United States Army as well as being part of the College Faculty.

Students who complete the basic course are given a Military Training Certificate but do not thereby become a part of the Army of the United States. Those students who are selected and successfully complete the advanced course are commissioned as Second Lieutenants of Infantry, Officers' Reserve Corps, Army of the United States. Reserve Officers cannot be called to active duty in time of peace except upon their own application for training purposes. When on active duty, they receive the same pay and allowances as officers of corresponding rank in the Regular Army.

Students who elect Military Science must complete the basic course of two years training to receive credit for any part of it.

Students who have the necessary musical qualifications may elect to serve in the Military Band of the College or in the Drum and Bugle Corps. In addition to the regular weekly rehearsals, members of the Band are required to attend concerts, ceremonies and formations at College functions. A full term of service in the Band is equivalent to a full term of Military Service in the basic course, but service in the Military Band is not accepted as preparation for the advanced course. However, basic course students, qualifying for the advanced course, may in addition to the basic course, receive instruction in the Military Band, or students who have completed the basic course may continue instruction in the Military Band and receive credit from the Department of Music. For credit and requirements see note under Music 31, 32, 33 and 34.

Due to lack of facilities, the enrollment at the School of Business and Civic Administration is limited.

11-12. Basic Course First Year Infantry. The National Defense Act and the R.O.T.C.; Military History and Policy; Citizenship; Military Discipline and Courtesy; Organization; Map Reading; Rifle Marksmanship; Leadership.
Two terms; 1 credit each term; 3 hours a week.

13-14. Basic Course, Second Year Infantry. Leadership; Characteristics of Infantry Weapons; The Automatic Rifle; Technique of Rifle Fire; Tactical Training of the Individual Soldier; Combat Principles of the Rifle Squad.
Two terms; 1 credit each term; 3 hours a week.

21-22. Advanced Course, First Year Infantry. Aerial Photograph Reading; Care and Operation of Motor Vehicles; Administration; Leadership; Infantry Weapons; Defense against Chemical Warfare; Combat Training to include the Rifle, Machine Gun, Mortar and Anti-Tank Platoon; Rifle Marksmanship; Field Fortifications.
Two terms; 2 credits each term; 3 hours of theory and 2 hours of drill each week.

23-24. Advanced Course, Second Year Infantry. Military History and Policy; Military Law; Property Supply and Emergency Procurement; Officers' Reserve Corps Regulations; Leadership and Principles of Instructional Methods; Mechanization and Tanks; Infantry Signal Communications; Combat Intelligence; Defense against Tanks; Anti-Aircraft Defense; Combat Training including principles of the Rifle; Heavy Weapons and Anti-Tank Companies.

Two terms; 2 credits each term; 3 hours of theory and 2 hours of drill each week.

Uniforms, arms and equipment are provided by the Government. For those students taking the Advanced Course, the Government pays an allowance amounting to approximately $100 per year. Upon the completion of the Advanced Course, qualified students will be tendered commissions as Second Lieutenants, Infantry, in the Officers' Reserve Corps of the United States Army.

51-52. Basic Course, Infantry. Map Reading; Military Discipline and Courtesy; Military Organization; Leadership; Characteristics of Infantry Weapons; Technique of Rifle Fire; Scouting and Patrolling; Combat Principles; the Automatic Rifle.

Open to seniors only. Two terms, two hours a week; no credit.

MUSIC

PROFESSOR GEORGE A. WILSON, *Sub-chairman*

1. History and Appreciation of Music. A comprehensive study of the growth of music as an art, the development and analysis of musical forms, and the great composers from the viewpoint of an intelligent appreciation. No practical knowledge of music is required.

Two hours a week; 1 credit.

12. History of the Symphony and Kindred Forms. Origin and development of the Symphony: Haydn, Mozart, Beethoven. Romantic expressions: Schubert, Mendelssohn, Schumann, Berlioz, Brahms. Symphonic Poem: Liszt, Strauss, Debussy. Nationalists: Tchaikowsky, Dvorak, Frank, Sibelius.

Prerequisite: Music 1. Two hours a week; 2 credits.

31, 32, 33, 34. Orchestral Training. The courses will enable students familiar with some orchestral instrument to study that instrument in relationship with the rest of the orchestra, will familiarize them with orchestral routine, and will give them a mastery of ensemble work. The course will be of value to students who expect to develop as musicians and composers. Credit will be awarded for each year's work only at the end of the year and upon a satisfactory record of musical progress and the passing of a practical examination.

Two hours a week throughout each year; 1 credit each year; offered at Main Building only.

N. B.—The Department of Music will accept work in the Military Band of the College as the equivalent of work in the Orchestra, under the same conditions and requirements.

41, 42. Choral Music (Glee Club). Requirements for admission: a fair voice and a musical ear.

Credit will be awarded for each year's work only at the end of the year, and upon a satisfactory record of progress and the passing of a practical examination.

Two hours a week throughout each year; 1 credit each year up to a miximum of two credits. Open to sophomores, juniors or seniors. (N.B.—Freshmen may be admitted, but will be required to serve without credit.)

PHILOSOPHY

1. Introduction to Philosophy. This course attempts to stimulate in the student an interest in acquiring a critical and comprehensive orientation to the universe in which he lives. Materials are drawn from traditional and

contemporary discussions of philosophical, methodological, and ethical problems. Alternative views are analyzed in order to clarify the student's understanding of the bases of knowledge, values, institutions, etc.

Three hours a week; 3 credits.

12. Introduction to Logic and Scientific Method. This course aims to develop the student's ability to think clearly and effectively by analyzing the formal principles and structure of empirical and deductive sciences, and by showing their applicability to social and practical problems.

Three hours a week; 3 credits.

PHYSICS

PROFESSOR AUSTIN J. O'LEARY, *Sub-chairman*

Courses in Physics are intended to give the student an understanding of matter, energy and the action of forces. The student is trained in the use of exact methods in making and describing observations, thereby developing an appreciation of and an ability to use the scientific method. Many of the phenomena studied have important commercial applications.

1-2. General Physics. The main topics in the first term are: Mechanics, Molecular Physics and Heat, Wave Motion and Sound; in the second term Light, Electricity and Magnetism, and Selected Topics in Modern Physics.

Two terms; five hours a week, 3 credits each term.

35. Meteorology. Physical principles of modern meteorology with particular emphasis on synoptic and aviation meteorology. Basic principles of forecasting both with and without synoptic charts. Problems and weather maps.

Prerequisite: General College Physics. Four hours a week, 3 credits.

PORTUGUESE

Offered by the Department of Romance Languages. See page 69.

PSYCHOLOGY

DR. MILTON L. BLUM, *Sub-chairman*

The courses in psychology deal with the results of scientific study of human behavior. Their principal objectives are:

To foster in the students the development of a sounder approach to and a better understanding of personal problems, both their own and those of their associates. To provide students with information about human behavior which might enable them to discharge their future citizenship duties more wisely. To present to the students a survey of psychology as a component of contemporary culture. To acquaint the students, in case of certain advanced courses, with the methods and results of psychological investigations pertaining to problems of vocational choice and of human behavior in business and industrial situations.

1. General Psychology. A general survey of the facts and principles of psychology. Stress will be placed on applications, including war time problems. Lectures, readings, discussion, and demonstrations. This course is a prerequisite for all other courses in psychology, for a degree in the School of Education and for the B.B.A. degree.

Two recitation and two laboratory hours a week; 3 credits.

51. Experimental Psychology. Training in psychological experimentation and other research techniques. Opportunity provided for planning and conducting minor research projects, discussion and criticism of the methods and interpretation of the results. Emphasis placed on psychological research

techniques applicable in the fields of advertising, selling, market research and industrial management.

Prerequisite: Psychology 1. Two lecture and four laboratory hours a week; 3 credits.

56. Problems in Social Psychology. A study of the dynamics of behavior in groups, the development of social norms, techniques for measuring and moulding attitudes and public opinion. This will include a consideration of problems of morale, propaganda and censorship, prejudice, and nationalism, especially as affected by war-time situations.

Prerequisite: Psychology 1. Three hours; 3 credits.

60. Developmental Psychology: Adult Personality. A survey of adult personality problems, personality types, and personality measurement, and of current methods of classification and guidance. Present-day industrial and military problems will be emphasized. Laboratory experience will be given in the development and application of personality tests and in interviewing and personality appraisal.

Prerequisite: Psychology 1. Three hours; 3 credits.

75. Military Psychology. The contributions of psychology to problems created by war. Major emphasis placed on specific problems important in military service. The demands upon the human organism under war conditions and application of the psychology of perception, of work, etc. will be discussed. Problems of selection, placement, and psycho-physiological fitness, including test procedures will be treated. Special attention given to problems of military and civilian morale, of propaganda research, propaganda techniques, the psychology of leadership, and psychological warfare.

Three hours a week; 3 credits.

80. Vocational Psychology. This course will include principles of vocational selection, guidance and information about vocational training opportunities. Measurement and diagnosis will be emphasized. References to testing in the Armed Forces will be made.

Prerequisite: Psychology 1. Three hours a week and conferences by appointment; 3 credits.

81. Business and Industrial Psychology. This course will include such topics as training in industry, fatigue, monotony, motivation in industry, employe attitudes and the psychology of advertising and selling.

Prerequisite: Psychology 1. Three hours a week and conferences by appointment; 3 credits.

PUBLIC SPEAKING

Professor Kenneth F. Damon, *Sub-chairman*

The Public Speaking Department seeks to develop the student as a speaker —both in his use of English and in his capacity as a citizen with ideas to communicate and purposes to accomplish. Further, it offers him the intellectual discipline afforded by the preparation of closely reasoned arguments and other speech materials. It makes use of the cultural opportunities of the speech arts and sciences and initiates professional training.

On the basis of a speech test which all students must take prior to or during registration, students are assigned to Public Speaking 5 or Public Speaking 1. The required courses 1, 2, 3, 4 must be taken in sequence.

5. Speech Clinic. This course is prerequisite to Public Speaking 1 for students who are handicapped by speech impediments.

Attendance Requirements: One hour per week for one or more semesters or until clinic discharge is obtained. No credit. (See page 28.)

1. Fundamentals of Speech. Speech that is careless or too-narrowly provincial is corrected, and a clear, easy, unaffected American English encouraged.

Two hours a week; 1 credit.

2. The Interview. Consideration of factors determining adjustment in practical interview situations, followed by actual student participation and evaluation as interviewer and interviewee.
Two hours a week; 1 credit.

3. Group Discussion. The purpose is to analyze controversial questions and to provide practice in the techniques of group discussion.
Two hours a week; 1 credit.

4. Public Speaking. The student is instructed in the preparation of public addresses, and given practice in extemporaneous delivery of carefully planned talks.
Two hours a week; 1 credit.

8. Speech Practice. Provides opportunities for speech performance for those who wish to continue to improve their speaking abilities. An elective course open only to those students who have completed Public Speaking 4, or non-matriculated students.
Two hours a week; 1 credit.

11a. Voice and Diction for Future Teachers. Designed for students of education who are desirous of bringing their oral English up to the standards demanded by the Board of Education. Drill work with voice, articulation, pronunciation, and diction. Individual exercises will be stressed.

Admission at the option of the Education Department or the Public Speaking Department.
One hour a week; no credit.

22. Practical Dramatics. Instruction in basic techniques in acting and play production.
Prerequisite: Public Speaking 1. Four hours a week, 2 credits.

101. Oral Salesmanship. This course gives practice in the preparation and delivery of sales talks and is intended primarily for students of salesmanship who wish practical training in applying the theory taught in the merchandising courses.
Prerequisite: Public Speaking 3. Co-requisite: Bus. Adm. 112. Two hours a week; 1 credit.

ROMANCE LANGUAGES

PROFESSOR ALFRED IACUZZI, *Sub-chairman*

The Department of Romance Languages offers courses in the School of Business and Civic Administration in French, Italian (in the Evening Session only), Portuguese, and Spanish.

The aim of the courses is to provide a practical instrument for vocational fitness and avocational enjoyment. For this reason the Department tries to develop the students' ability in the reading, writing, and speaking of the foreign language.

Students who have selected French or Spanish to meet the language requirement take courses 1, 2, 3, 4, if they present two units on admission, or courses 2, 3, 4, if they present three units on admission. In courses 1 and 2, a supplementary hour, without credit, will be required of students having inadequate preparation.

In the Evening Session, students offering two units on admission take courses 71-75; those presenting three units on admission take courses 72-75.

FRENCH

1-2. Intermediate French. Some standard works are studied. Grammar, composition, conversation. Sight-reading.
Two terms; four hours a week; 3½ credits each term.

3-4. Advanced French. Business and economic readings. Modern authors. Sight-reading.

Two terms; four hours a week; 3½ credits each term.

11. The Modern Novel. A study of the history of the novel.

Elective for those who have completed the prescribed courses in French. Three hours a week; 3 credits.

13. Modern Drama. History of the French drama; special studies of plays of the nineteenth and twentieth centuries.

Prerequisite as for French 11. Three hours a week; 3 credits.

24. Advanced Practice in Translation from French to English.

Prerequisite as for French 11. Two hours a week; 2 credits.

41-42. Elementary French. (Evening Session only). Oral work, grammar, reading, translation and composition.

Two consecutive terms, three hours a week; 3 credits each term. Credit is not allowed for 41 alone.

43.-44. Intermediate French. (Evening Session only). A continuation of Courses 41-42. Grammar, readings in modern writers and composition.

Two terms, three hours a week; 3 credits each term.

51.* Elementary French. A course for beginners; intended to be the equivalent of a year of high school work.

Five hours a week; 5 credits.

53-54.* Second Year French.

Two terms; three hours a week each term; 3 credits each term unless taken to remove an entrance deficiency.

71-72-73. Readings in Modern French. (Evening Session only).

Three terms, three hours a week; 3 credits each term.

74-75. Advanced Readings. (Evening Session only).

Two terms, three hours a week; 2½ credits each term.

The subject matter of the above Evening Session courses is the same as that of French 1, 2, 3, 4 *in the Day Session.*

ITALIAN

(In the Evening Session only)

41-42. Elementary Italian. Oral work, grammar, reading, translation and composition.

Two consecutive terms, three hours a week; 3 credits each term. Credit is not allowed for 41 alone.

43-44. Intermediate Italian. A continuation of Courses 41-42. Grammar, readings in modern writers and composition.

Two terms, three hours a week; 3 credits each term.

71-72-73. Readings in Modern Italian.

Three terms, three hours a week; 3 credits each term.

74-75. Dante: La Divina Commedia. Sight reading in modern writers.

Two terms, three hours a week; 2½ credits each term.

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* Courses 51-54 are courses for students who have been admitted to College with less than the required preparation in languages, to enable them to remove an entrance condition. Credit is not allowed for 51 alone.

PORTUGUESE

41-42. Elementary Portuguese. Oral work, grammar, reading, translation and conversation.

Two consecutive terms, 3 hours a week; 6 credits. Elective. Credit is not allowed for 41 alone.

SPANISH

1-2. Intermediate Spanish. Some standard works are studied. Grammar, composition, conversation. Sight-reading.

Two terms, four hours a week; 3½ credits each term.

3-4. Advanced Spanish. Business and economic readings. Modern authors. Sight-reading.

Two terms, four hours a week; 3½ credits each term.

11. The Modern Novel. A study of the history of the novel.

Elective for those who have completed the prescribed courses in Spanish. Three hours a week; 3 credits.

13. Modern Drama.

Prerequisite as for Spanish 11. Three hours a week; 3 credits.

24. Advanced Practice in Translation from Spanish into English.

Prerequisite as for Spanish 11. Two hours a week; 2 credits.

31. Advanced Composition.

Prerequisite as for Spanish 11. Three hours a week; 3 credits.

33. Advanced Study in Grammar and Diction.

Prerequisite: Spanish 31. Three hours a week; 3 credits.

41-42. Elementary Spanish. (Evening Session only). Oral work, grammar, reading, translation, and composition.

Two consecutive terms, three hours a week; 3 credits each term. Credit is not allowed for 41 alone.

43-44. Second-Year Spanish. (Evening Session only). A continuation of courses 41-42. Grammar, readings in modern writers, and composition.

Two terms; three hours a week; 3 credits each term.

51.* Elementary Spanish. A course for beginners, intended to be the equivalent of a year of high school work.

Five hours a week; 5 credits.

53-54.* Second-Year Spanish.

Two terms; three hours a week each term; 3 credits each term unless taken to remove an entrance deficiency.

71-72-73. Readings in Modern Spanish. (Evening Session only).

Three terms; three hours a week; 3 credits each term.

74-75. Advanced Readings. (Evening Session only).

Two terms; three hours a week; 2½ credits each term.

The subject matter of the above Evening Session courses is the same as that of courses 1, 2, 3, 4 *in the Day Session.*

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* Courses 51-54 are special courses for students who have been admitted to college with less than the required preparation in languages, to enable them to remove an entrance condition. Credit is not allowed for 51 alone.

SOCIOLOGY

The courses in sociology serve as an introduction to the scientific analysis of society and social change. Designed generally to provide the student with the means of orienting himself in his society, their specific aims include: *one,* an understanding of the contemporary community and its problems leading to mature citizenship; *two,* an introduction to subject matter especially desirable as background material in the fields of social service, social research, education and law.

5. Introductory Sociology. This course serves as a general introduction to the study of modern society. An examination of the nature of social groups, social organization, and the major processes of interaction between groups. Such concepts as invention, conflict, assimilation, social control, social change, and the social factors in personality are analyzed. Lectures, readings, and reports.

Three hours a week; 3 credits.

51. Urban Sociology. The forces making for urbanization; ecology of the city; effects on personality, recreation, health, family life, religion, population, government, etc. The problems of city life, city planning, reurbanization, etc., will be treated with special reference to New York City. Lectures, discussions, reports and visits.

Three hours a week; 3 credits.

SPANISH

Offered by the Department of Romance Languages. See page 69.

SPECIAL COURSES

Full description and other information on Special Courses may be obtained from the office of the Director of the Evening Session.

RADIO BROADCASTING

1 and 2. Survey and Station Practice. (Evening Session only).

Two terms; two hours a week; no credit. Fee, $10 each term.

3. Radio Production. (Evening Session only).

Three hours a week; no credit. Fee, $15.

4. Documentary Broadcasting. (Evening Session only).

Three hours a week; no credit. Fee, $15.

5 and 6. Scriptwriting. (Evening Session only).

Two terms; two hours a week; no credit. Fee, $10 each term.

PRODUCTION MANAGEMENT COURSES

Under the Engineering, Science, and Management War Training program sponsored by the United States Office of Education, the School of Business and Civic Administration offers a number of courses open to people engaged in the production division of war industries and other qualified individuals. Courses given or in prospect include:

Preparation of Specifications; Production and Stock Control; Personnel Management; Industrial Safety Engineering; Inspection and Expediting; Development and Use of Standards; Traffic and Shipping; Graphics in Production Control; Practical Production Supervision; Stock Keeping and Control; Plant Revisions, building and layout problems arising from War Industries; Materials

Handling; and Procurement (Government Contract Problems). Also offered are: Cost Procedure Analysis for War Industries, Accountancy for War Plants and other Accountancy courses.

FORUMS AND WAR EMERGENCY COURSES

Given as Special Sections of Business Policy Forums.

BUSINESS POLICY FORUMS:
Special sections are offered from time to time to cover current topics.

Series B1. Price Control and Regulations
3 hours a week, 8 weeks, Fee $12.

Series B2. Priorities and Materials Control
3 hours a week, 8 weeks, Fee $12.

Series B10. Wartime Business Problems Forum
10 meetings, 2 hours each, Fee $10.

Series B12. War Procurement
8 weeks, 2 nights a week, 2 hours a night, Fee $16.

Series B13. Manpower Controls
10 meetings, 2 hours a week, Fee $10.

Series C2. Wage Stabilization
8 weeks, 2 hours a week, Fee $12.

COURSES IN DISTRIBUTION

The following non-credit courses are offered in the Evening Session to men and women who are engaged in the distribution of merchandise or services and who wish to enlarge their opportunities by increasing their personal effectiveness and efficiency. The courses are short, intensive and provide a maximum of practical training.

Additional courses and special sections of the foregoing courses will be offered to meet the needs of different groups of distributive workers and executives. Emphasis will be varied to meet the needs of students in a given section. All courses offered in this group are for two hours per week for eight weeks. There is a fee of $6.00 for each course and a library fee of $1.00.

Distribution 1. Merchandising.

Selection of merchandise and the techniques used to effect profitable turnover.

Section B Cosmetic Merchandising
F Fur Merchandising (Materials and Processes)
G Fur Merchandising Technique
M Wholesale Merchandising Technique
P Paint Merchandising
S Service Station Merchandising

Two hours a week, 8 weeks, Fee $6.00.

Distribution 2. Salesmanship.

The art of helping the customer to buy. Guiding the customer's selection, strategy in handling objections and difficult situations, closing sales.

Section B Cosmetic Science for Salespeople
C Men's Clothing Salesmanship
L Printing and Lithography Selling

P Paint Salesmanship
S Service Station Salesmanship

Two hours a week, 8 weeks, Fee $6.00.

Distribution 3. Management.

Policies and practices involved in operating stores and other distributing organizations. Expense control, credit and personnel relations.

Section R Retail Management, Credit and Collection Technique
H Food Store Management
J Job Training for Retail Store Executives
S Service Station Management and Operation

Two hours a week, 8 weeks, Fee $6.00.

Distribution 4. Advertising and Sales Promotion.

Planning and preparation of advertising materials to meet specific situations and needs.

Section A Direct Advertising
I Industrial Advertising—first half
K Industrial Advertising—second half

Two hours a week, 8 weeks, Fee $6.00.

Distribution 5. Public Speaking.

Two hours a week, 8 weeks, Fee $6.00.

Distribution 6. Speech Improvement for Distributive Workers.

Two hours a week, 8 weeks, Fee $6.00.

Speech for Foreigners.

A special section combining Distribution 5 and 6.

Two hours a week, 16 weeks. Fee $12.00.

Distribution 7. Executive Leadership Techniques.

Two hours a week, 8 weeks, Fee $6.00.

Distribution 8. Retail Accounting Procedures.

Two hours a week, 8 weeks, Fee $6.00.

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